APPENDIX S: SITE ADMIN SETUP PLANNING PROCESS AND TEMPLATES FOR DTS

S.1 Introduction

Purpose: To provide the Lead Defense Travel Administrator (DTA) at a site with the information necessary to initiate and complete the local planning for DTS administrative setup. The process presented applies to both DTS CUI and DTS-Limited. Exceptions, applicable for only the CUI or Limited, are noted where appropriate.

Scope: This appendix puts all the information related to site administrative setup planning into one location. Each major task is explained in detail in an easy to follow format.

- Section A: The concept behind the software feature (extracted from Chapters 3 through 7 of the DTS CUI DTA Guide) followed by,
- Section B: Practical considerations and lessons learned from previous sites,
- Section C: Several detailed examples modeled after typical real-world situations,
- Section D: An explanation of the detailed steps to complete the planning process and templates, and
- Section E: A reference to the website for the current electronic version of the templates.

There are many ways to accomplish these setup tasks, but in the interests of clarity, a single approach is followed that will adequately deliver the site to a state of data readiness so that the PMO/TRW Fielding Team can convert the data for import into DTS.

Content: This appendix includes the following major sections: Introduction (current section), Getting Started, Executive Summary, Detailed Process.

Reference Materials: The one-page "Process Overview" chart on the following page is a handy reference for the Lead DTA to use to see in one look the myriad of major issues involved in implementing a site.

Process Overview

Pre-Deployment Setup

- Contact PMO
- Review TRW Deployment Concept Tailoring Methodology and TRW Step By Step Guide
- Tailor 180-Day Timeline
- Schedule DTA/TTT classes
- Initiate LRA process
- Identify supported/ tenant unit participation
- Plan organization structure, routing list names, group names (Appendix S templates)

- CTO coordination
- Local Policy & Procedures
- Schedule local seminars
- CTO info (PCC, queues, org code, etc.)
- Coordinate DEERS Update
- One Time Upload of Personal Information (Users) via DMDC/TRW Interface
- Confirm UIC List
- Reject functional email / DTA ID (#6)
- UIC Setup Matrix

- Establish Site Help Desk / register
- Receive / distribute PAO materials (3x)
- Issue DTA personal Dig Cert, enter in CUI
- One Time download of LOA from DFAS
- Use PMO program to upload LOA
- Review Mandatory traveler profile data elements
- Establish document naming convention
- Coordinate supporting visits by PMO / TRW

Organizational Planning Checklist • Complete the Appendix S planning templates	DTA Logical Task Procedures in the DTS CUI
1. Establish Organizations (hierarchical) - DTA Level 5	
• Obtain DTS Org Name, and CTO data for your organization	• Create organization hierarchy
2. Name routing lists within Org-Structure – DTA Level 5	
• Map current paper process & DTS routing • Plan routing list for each organization	• Name default routing lists
3. Name Groups (not hierarchical) within Org-Structure - DTA Level 5	
• Establish group structure	• For each subordinate org, enter group name(s) (optional)
4. Establish Personal Information - DTA Level 5	
• Identify sources of personal and duty info (email etc.) • Plan permission levels/roles, organization assignment & access, and group access & membership, for each user	• Verify and validate upload • Assign organization, routing list in Traveler Info Table • Enter Organization Access, Group Access & Permission in User Table • Have travelers access DTS with dig cert and update profiles in CUI
5. Complete Routing Lists - DTA Level 5	
	• Add AOs and other officials to routing lists
6. Complete Group Membership List - DTA Level 5	
	• Add travelers to group membership lists in Group Table
7. Set Up Accounting Codes - Budget Level 3	
• Define LOA for specific organizations • Schedule DFAS download	• Verify and validate upload • Manually make local changes (i.e. adding cost centers) to LOA • Assign LOA to specific organizations
8. Establish Budget - Budget Level 3	
• Establish your budget plan for LOAs and organizations	• Create budget items for LOAs in Budget Module
9. Generate Reports - DTA Level 5, Budget Level 3	
• Decide which reports you will use from DTS and how often they will be generated	• Initiate use of the system, complete documents, and generate reports

The DTA will also want to have access to the following additional information, which is available on the PMO and TRW websites shown below:

Document	Available from*
PMO Deployment Plan (Draft Deployment Plan)	PMO Website
TRW Defense Travel Administration (DTA) Guide (Training Manual)	TRW Website at training/training manuals
Deployment Concept Site Tailoring Guide (TBP**)	TRW Website at deployment/document library
TRW Guideline for Initial DTS CUI Site Setup Step-by-Step Process (Doc # 11)	TRW Website at deployment/document library
Appendix S: Site Admin Setup Planning Process and Templates for DTS (this document)	TRW Website at training/training manuals
Functional Description—DMDC Upload Module (Draft) (Doc # 22)	TRW Website at deployment/document library
TRW Major Site Master Task List (Doc # 35)	TRW Website at deployment/document library
Local/Site (Level 5/6) Organizational Setup QC Checklist (Doc # 15)	TRW Website at deployment/document library
Traveler (Level 0) Setup QC Checklist (Doc # 16)	TRW Website at deployment/document library
First time Traveler Setup QC Checklist for Personal Profile (Doc # 13)	TRW Website at deployment/document library
DTS Finance Guide	PMO Website
LOA Entry for MS Access	PMO Finance

Websites:

PMO: http://www.dtic.mil/travel link

TRW: http://www.defensetravel.com

***** To Be Published***

S.2 Getting Started

The construction and content of this document assumes that the Lead DTA has attended DTA training and has read the TRW Defense Travel Administration Guide. The DTA Guide, updates, and worksheets are available at defensetravel.com/training/training manuals for DTS CUI and at dtslimited.com/training/training manuals for DTS-Limited. TRW deployment documents are available at defensetravel.com/deployment/ document library.

Prior to using this document, the Lead DTA should read the TRW Deployment Concept Site Tailoring Guide (TBP) and the TRW Guideline for Initial DTS CUI Local DTA Site Setup for familiarization with the overall process. The Lead DTA must consider many of the planning implications specified therein prior to initiating this process. The key items that are prerequisites and must be known to properly complete this planning process for the site are:

Item	**Source**
Org Naming Sequence	Service
Organization, routing list, and group naming conventions	Service/MACOM/MAJCOM
Groups and group-access for higher level organizations	Service/MACOM/MAJCOM
Travel policy and procedures unique to DTS	Service/MACOM/MAJCOM

There are other specific items of information listed in the TRW Guideline for Initial DTS CUI Local DTA Site Setup, which must be known before the results of this planning process can actually be input into the CUI. They are items such as the e-mail address for reject processing (typically the site help desk).

From the CTO, such items are needed as:

- Pseudo City Code (PCC)
- Ticket PCC
- Global Distribution System (GDS)
- GDS Company Code for the site
- Defense Travel Region/Area Code
- Centrally Billed Account (CBA) information for airline tickets

Note: **The specific items above are not needed to begin the planning process, but are needed to complete the process.**

S.3 Executive Summary: Overview of the Site Admin Setup Planning Process

The DTA will make many decisions during the planning process. The results are documented on the planning templates and the road map is used to input the setup data into the CUI.

There are three simultaneous activities that can go on at the local level during the planning process:

- *Lead DTA*—establishes the admin setup structure for the site use of DTS, as explained in Steps 1 through 4, Section S.3.1.
- *Lead/Org DTAs*—gathering/organizing of personal information for input into the system, as explained in Step 5, Section S.3.2, and the input of data into DTS using one of the three options, Step 6, Section S.3.3.
- *Budget DTA*—initial input of lines of accounting (LOAs) and creation of organizational budgets for travel funding targets, explained in Step 7, Section S.3.4.

Each activity has to be coordinated and be completed together to bring the planning process to fruition at a site/organization startup.

Figure S-1 depicts the typical Site Admin Setup structures created in the DTS application for a site. For the typical site admin setup structure, the DTA will first identify the levels of subordinate organizations which are used to specify the DTS organization hierarchy, also called the org-structure. Then, document routing lists for each organization must be specified to ensure correct electronic routing to individuals.

Several organizations have administrators that need any-time access to travel documents – the groups of assigned personnel created for this feature are indicated by the dashed boxes.

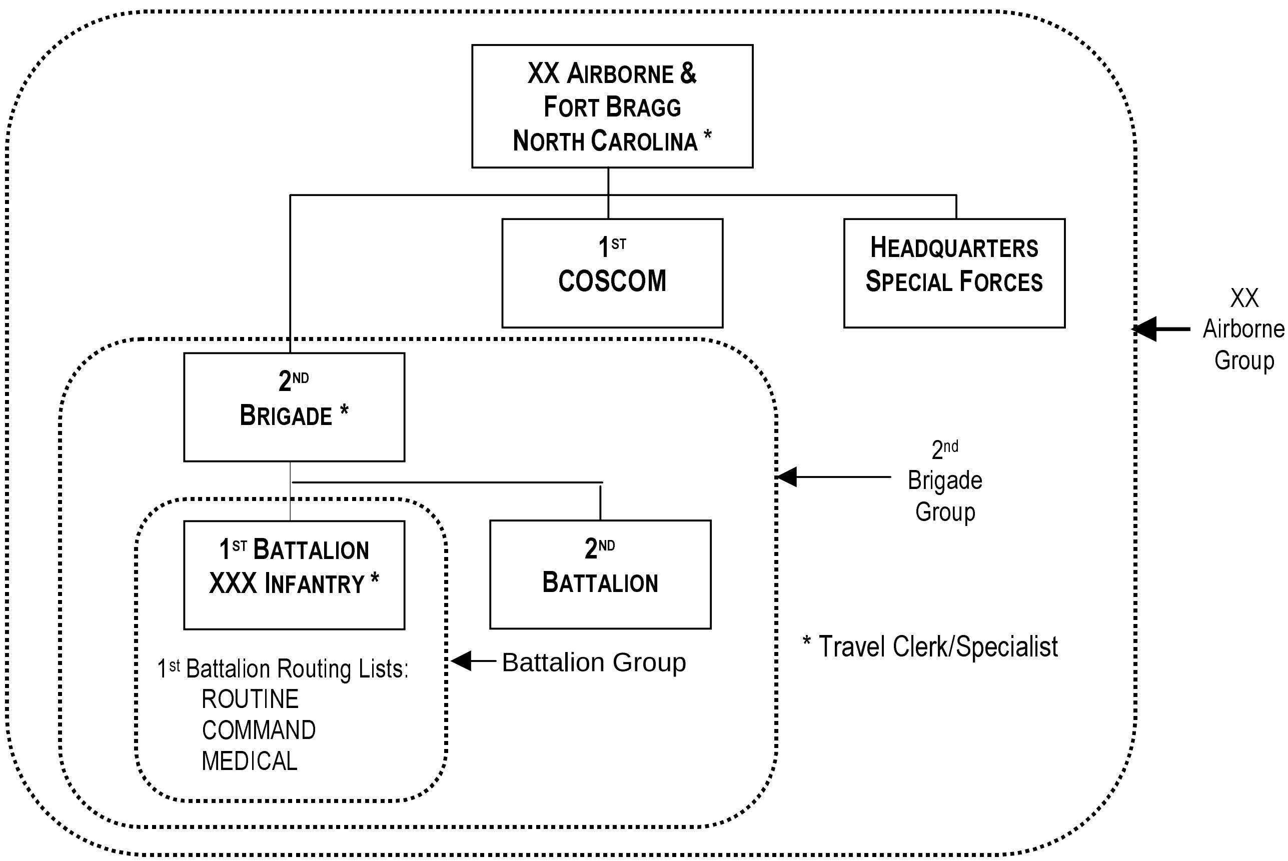


Figure S-1: Site Admin Setup Structures

This planning process provides for a disciplined approach that uses planning templates in a series of discrete steps. A complete, detailed explanation of each step of the Setup Process is outlined in section S.3. Blank worksheets for each step in S.3 are located at the end of this document and on the TRW website: defensetravel.com/training/training manuals/appendices/App S.

An overview of each step is depicted in Figure S-2, TRW Site Setup and Planning Process and Template, on the next page. This graphic provides a conceptual overview of the admin setup process. Complete detailed explanations are provided in section S.4 of this appendix.

Note: the process follows the same approach outlined in the DTA Training Guide, Chapter 3, the nine-step DTA Logical Flow Process.

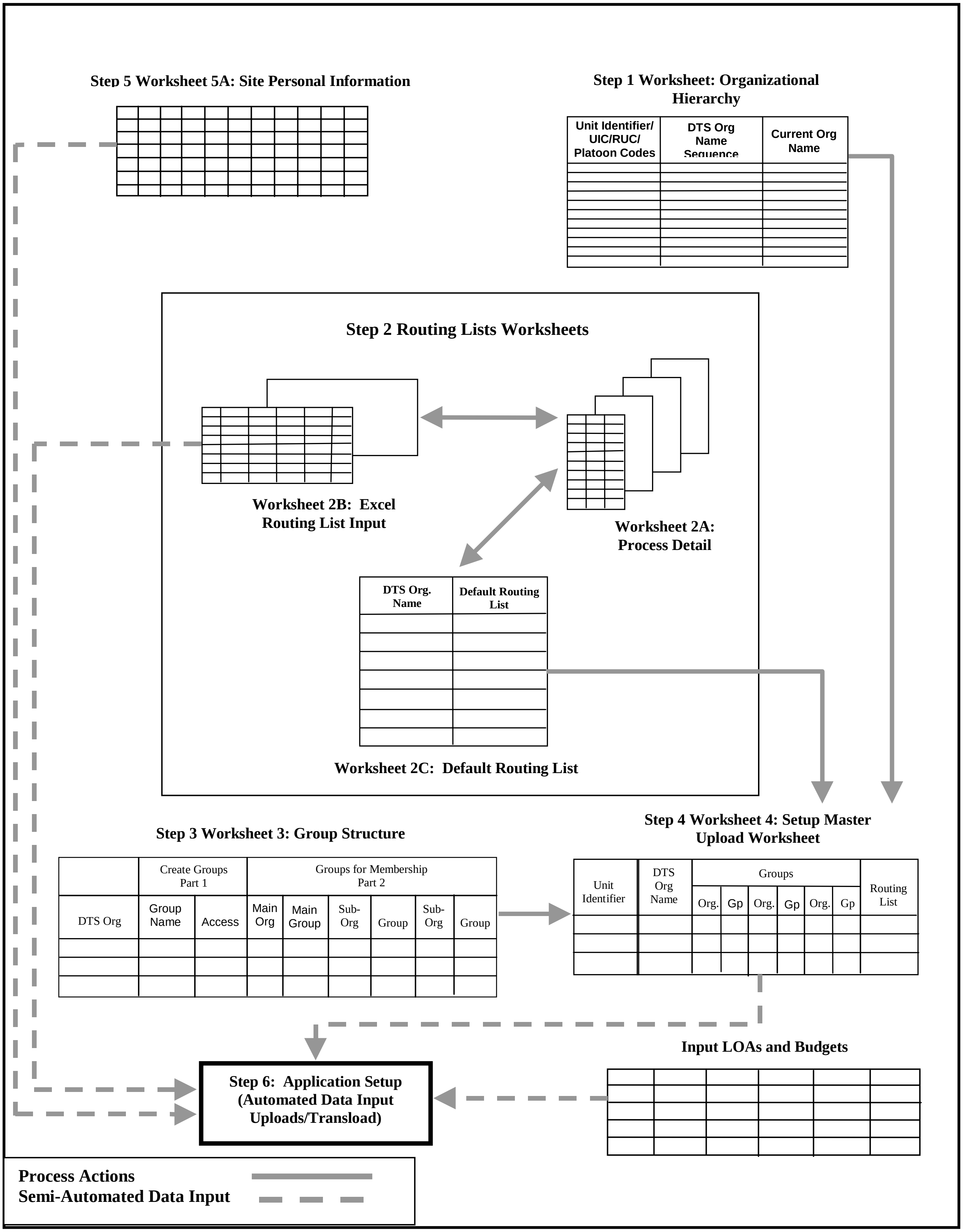


Figure S-2: TRW Site Setup and Planning Process and Template Overview

S.3.1 Structure Planning

Each step should be completed in the order presented.

1. **Step One:** *Organizational Hierarchy*. Define the Organizational Hierarchy that is to be used in DTS using Step 1 Worksheet: Organizational Hierarchy. The DTA needs to relate the current organization structure to the DTS organizational naming sequence for the site. The column for the DoD unit identifier (UIC, RUC, PASS code, etc.) is provided for those sites that are going to use the Defense Manpower Data Center (DMDC)-TRW personal information upload, or transload of local information into DTS Limited.
   Note: a copy of Worksheet 1 is located at the end of this document or on the TRW website.

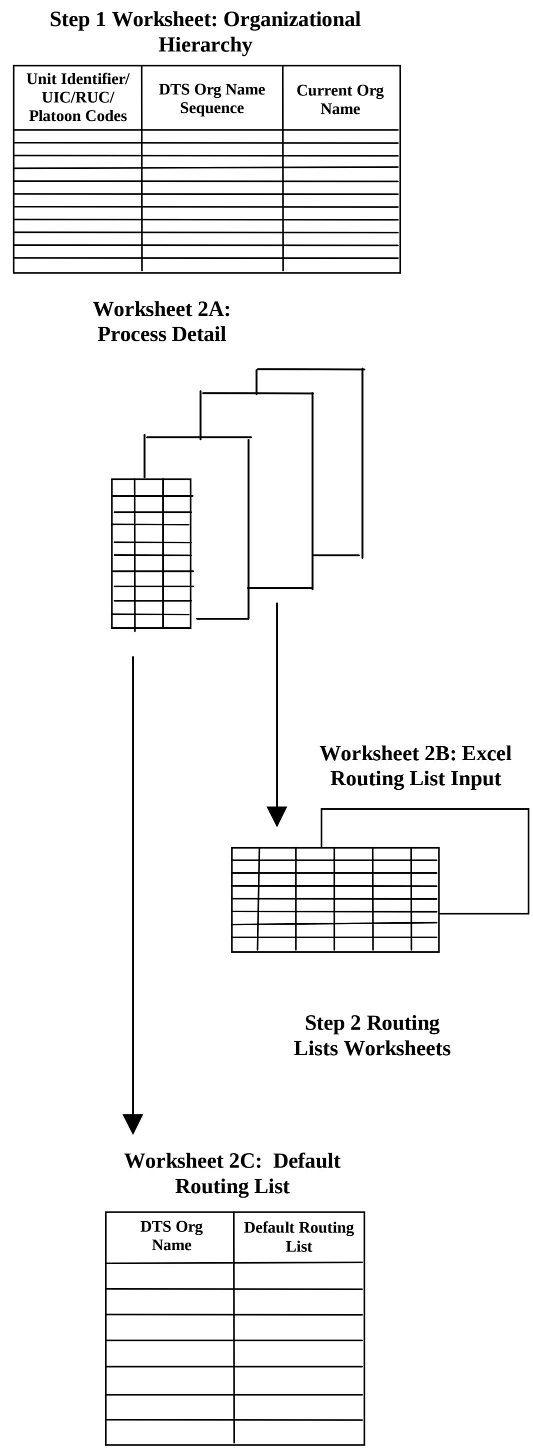
2. **Step Two:** *Routing Lists.* Document the routing lists to be used for each organization.

   A. The Lead DTA first needs to define the current routing processes (or "as-is") for each organization for each type of typical travel (routine TDY, arrangements only, medical, post wide details, etc.). To assist the DTA with this, Step 2 Worksheet 2A, Routing Process Map, is provided to record the details of each step in the current paper complete, life cycle routing of authorizations, vouchers and local vouchers. All current steps, manual and semi-automated, should be included. This defined document process then feeds the next two steps.
   Note: a copy of Worksheet 2A is located at the end of this document or on the TRW website.

   B. Next, the DTS specific steps from the detailed process documentation are converted to Worksheet 2B, Routing List Input Form. Information is added (routing list name, doc status, signature name, level, doc type, process name, DTS org, and SSN) for each DTS step in a spreadsheet format that completes the routing. This worksheet supports the manual entry or import (conversion or transload) of the routing lists into DTS.
   Note: a copy of Worksheet 2B is located at the end of this document or on the TRW website.

   C. Finally, the Lead DTA must identify the default routing list for each subordinate organization. A default routing list that is identified as an organization can have more than one routing list established (routine, flag detail, medical, etc.). This default is initially assigned to all travelers in an organization. Worksheet 2C, Default Routing List, is provided to facilitate this process.

   Note: a copy of Worksheet 2C is located at the end of this document or on the TRW website.



3. **Step Three:** *Group Structure.* Define the Group structure to be used in DTS using Step 3 Worksheet 3, Group Structure. In Part 1 of the worksheet, each organization is identified as having none, one, or several groups created at that org level. For each group created, each person (minimum of one) that needs to have "anytime" access to documents of personnel in the org should be identified. In Part 2 of the worksheet, the DTA also identifies the one main group (minimum) and all other groups for membership of each person assigned to each organization.

   Note: a copy of Worksheet 3 is located at the end of this document or on the TRW website.

Step 3 Worksheet 3: Group Structure

	Create Groups Part 1		Groups for Membership Part 2					
DTS Org	Group Name	Access	Sub-Org	Group	Main Org	Main Group	Svc/Ag	Svc Group

4. **Step Four:** *Master WorkSheet.* Construct the Setup Master Upload Worksheet, Step 4 Worksheet 4, using the data developed in the preceding steps. This worksheet is the road map for manual setup, the DMDC-TRW upload and quality control checks for any set up within the CUI, and Limited. Worksheet 4 is also used for in-processing new personnel and maintenance activities.
   Note: a copy of Worksheet 4 is located at the end of this document or on the TRW website.

Step 4 Worksheet 4: Setup Master Worksheet

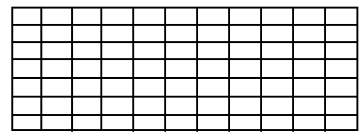
Unit Identifier	DTS Org Name	Groups						Routing List
		Org.	Gp	Org.	Gp	Org.	Gp	

S.3.2 Personal Information Gathering

Note: Step 5 can be accomplished concurrently with Steps 1 through Step 4.

5. **Step Five:** *Personal Information.* The Lead DTA needs to identify external sources for the information for each traveler listed on Step 5, Worksheet 5A, Site Personal Information for Travelers and Routing Officials, and Worksheet 5B, Account Information for Travelers. Both worksheets are needed to enter the information into DTS.

Step 5 Worksheet 5A:
Site Personal Information Excel Spreadsheet



Note: These worksheets are explained in detail in the subsequent section. Electronic copies of the current Worksheet 5A and 5B are located on the TRW website.

Note: DTS-Limited installations do not typically use account information (GOVCC, checking, etc.) The DTA will need to decide at what point the travelers accounting information will be input into DTS-Limited.

Note: Both worksheets can be combined into a single site worksheet when the data is available from the external source, typically DMDC. This is known as the site person sheet.

The DTA should note that particular attention must be taken to properly identify typically “perishable” information phone numbers, e-mail address, GOVCC/expiration dates as well as accounting information and “role” information (org-assignment, org-access, group-access, and permissions.) The gathering process for traveler profile information can be accomplished in many ways, which are mostly dependent on the site characteristics. The PMO and TRW Fielding Team are available to assist the Lead DTA in tailoring the process to site specific situations.

The gathering/input process for traveler profile information can be accomplished in three basic ways which are outlined below.

a) *Manual Process.* The DTA can manually input the information from the various worksheets.

b) *DMDC-TRW Upload.* The DMDC upload process can be used. The site would ensure that the base population made an effort to update the DEERS information prior to the scheduled generation of the DMDC file. See the functional description of the DMDC-TRW Upload process on the TRW website: defensetravel.com/deployment/document library.

Note: The current DMDC file specification for importing does not support personal data elements not contained in the DMDC data base (e.g., home/duty phone, fax number, security clearance, miles to airport from home/work, passport information, etc.). This information must be entered either manually or obtain the DMDC file, in Excel format, from the PMO and use as the starting point to add the additional data from local sources.

Note: Personnel not included in the upload file (e.g., recent arrivals) could be added manually in DTS or imported by adding to DMDC file or external source upload.

c.) *External Source Upload.* Other sources can be used to prepare an Excel spreadsheet with all supported personal information. The site can have the PMO obtain a DMDC download and format the information in the site person sheet. Likewise, DTS Limited site information can be exported from a Limited database, manually adjusted and new travelers added in Excel formats, and imported into the CUI. Additionally, a site that has the ability to construct the necessary personal information into a standard Excel format can use this procedure to prepare for importing into DTS. The procedure uses a stand-alone copy of DTS-Limited to perform quality control checks prior to importing into the CUI. This is a custom procedure and is currently supported by the PMO/ TRW Fielding Team to complete the importing process.

Note: This approach is the current preferred method for implementing DTS.

S.3.3 Admin Setup

6. **Step Six:** *Accomplish Site Setup and Importing Data.* Using the results of the planning process as documented in the worksheets, the Fielding Team then proceeds to enter the details of the three major categories of data:

   - the admin setup shell (org-structure, routing list names, group names);
   - personal information; and
   - the details of the routing lists and group membership lists.

Note: The upload approach may be enhanced by a pending initiative to automate several functions into a web tool. The conversion process description is documented and the PMO/TRW Fielding Team accomplishes this procedure after the site has gathered the data.

S.3.4 Financial Planning

7. **Step Seven:** *LOA/Budgets.* Trained resource management personnel will use the PMO Finance Access tool to input LOAs from a DFAS/OPLOC download. Budget items and quarterly travel funding targets are also planned. Two worksheets are provided to support this effort; Step 7, Worksheet 7A, “Setup Lines of Accounting,” and Worksheet 7B, “Budget Items and Targets.” Both are located at the end of this document and on the TRW website at defensetravel.com/training/training manuals/appendices/App S.

S.4 The Detailed Process: The Site Admin Setup Planning Template

1. Step 1: Define the Organization Hierarchy.

A. *Concept*

This section extracts all the appropriate discussion from the training manual for reference during the planning process. See DTA CUI Training Guide, Chapter 4.

Definition: The term *organization* means a military unit, agency, activity, or department that has responsibility for reporting purposes and budgetary control of funds. DTS uses the same concept of organizational structure used in the typical DoD “Org Chart” for the DTS “main” organization and the DTS sub-organizations to the “main” organization.

Main Organization: Most often the main organization is hierarchical and identified as a Post, Camp, Base, Station, or a Command. Subordinate elements, such as a Tactical Unit or Support Unit, or an Administrative Agency or Activity, are known as sub-organizations. Each organization, main or subordinate, is given a hierarchical org-name in DTS, which is not to exceed the 20 character limit.

Naming Sequence: The “main” organization DTS naming sequence is determined by the Service/Agency. This naming sequence identifies each Organization by an alphanumeric symbol in a hierarchical manner from the DoD down to the lowest level within an Organization. The sub-organization names are local extensions of the main org name. Appendix Q in the DTA Guide contains an explanation of the naming sequence for the main organization and the local extensions to each subordinate organization.

Sub-organization: Separate identifiable entities, work units or elements which, when combined, make up the entire “main” organization. In DTS, these are called sub-organizations. The traveler is assigned or belongs to a single organizational entity (or sub-organization with a unique org name) in DTS. Each sub-organization name is a subset of and directly associated with the “main” organization. This helps to create a hierarchy within the System and allows for the elements to relate to the largest entity that DTS is serving. The hierarchical sub-organization structure that exists in DTS is fashioned after the traveler’s unit, or agency organization chart.

Organization Structure: The number of levels of sub-organizations is established in DTS based on a combination of the hierarchical org chart of the actual organization and the features outlined above. The sub-organization data in DTS controls several features of the system:

- the selection of routing lists
- lines of accounting/budgets available for use on a document
- reporting on the status of documents
- use and control of specific travel agents/central billed accounts

Sub-organizations are created down the org chart to the lowest level needed to support a separate and distinct AO/routing list, delegation of funds control—LOA/budgets, or have travel reports generated, or use of different travel services/central billed accounts. The AO/routing list/approval process for the use of funds generally determine the level of subordinate organizations used in each branch of a main organization.

The Lead DTA should map to the current organization hierarchy by unit/section/activity name using the DTS organization naming sequence. This map should also include a column for the unit identifier (e.g., UIC, Pass Code, PLT code, etc.).

Note: This unit identifier is not normally part of the naming sequence, it is for cross-reference purposes only. This organizational hierarchy map is used through out the setup process in subsequent steps for creating personal information.

Org Assignment/Membership: In DTS, every person entered in the system must be assigned membership to a single sub-organization in their individual personal profile. This is a mandatory entry before documents can be created and is the responsibility of the DTA; a traveler can not be added to the system nor will documents be processed without such an assignment. Each individual traveler can only be assigned to one organization at a time. Personnel that need two entries, such as dual status civilian employees that are also Reservists, will actually have two traveler profiles—one with their nine-digit SSN, and a second with the nine-digit SSN followed by an alpha suffix. *Remember: The DTA should initiate the change of the organization of assignment in the traveler's profile, not in the User Table.*

Organization Access: Each person is granted access to an organization and all subordinate organizations according to their org-access given by the DTA in Doc Prep Admin >Security > Users. Organization Access allows users to accomplish their DTS responsibilities, based on their permission level/role.

- *DTAs* are typically given org access to their entire organization. Organization Access allows the DTA to maintain the organizational structure and routing lists, update traveler's information, and maintain group membership. The DTA has access to all profiles and user table entries for assigned personnel to make changes to personal data, org assigned, default routing list, permission level, and org and group access settings. DTAs can also "see down" the given org-access naming sequence to maintain traveler membership in appropriate groups.
- *AOs and routing officials* are typically given access to their single, discrete sub-organization for reports; both travel management and budget.
- *Travelers* typically have no need for org access and are pre-set to None at first time log-on.
- *Budget officials* are typically given org-access to the organization for which they maintain lines of accounting, and travel funds.

Note: DTAs are typically assigned to an organization like any other traveler for use of a routing list, reporting, etc. The DTAs are also typically given org-access to that same assigned org. Lead DTAs should be given access to the main org, and can be assigned to sub-org for routing and reporting. Likewise some other subordinate DTAs can be given org-access to higher level orgs to facilitate maintenance functions, such as group membership.

The DTA granting org-access is limited to granting access to their organization and those lower in their organization hierarchy. This org-access setting in the User Table is then used throughout the software to control which organizations appear in the org pull-down for most table functions. Org-access also controls the groups the user can see down the organizational hierarchy.

Access to documents: The organization of assignment and org access specified for a user has no direct affect on access to a particular traveler's documents. Access to a traveler's documents is controlled by the routing list and group structure, as covered in subsequent Steps 3, Define the Group's Structure and Access to Documents.

Setup: Organizations are created within the DTS application as the very first setup step by the Lead DTA. In Doc Prep Admin > Setup > Organizations, the DTA enters the org-name (based on the hierarchical org naming sequence), and supporting CTO information (if the Reservation Module is used, i.e. PCC, the company code GDS and CBA information). The process is the same for each sub-organization in the hierarchy map.

Other Organizational Setup: Other DTS Organization information is contained under System Preferences.

Note: This section applies to DTS-Limited only. There is no DTA access to system preferences in DTS full

WARNING: *Always exit the “System Preferences” window using <Cancel>, not <OK>.*

Using <OK> will automatically separate the organization from the DTS master organization, the “None” org. Many system-wide changes will not cascade to the detached organization. The DTA has org-access to the system preferences window, Doc Prep Admin>Setup> System Preferences. There is nothing on the “System Preferences” main window for the DTA to change, therefore always exit using <Cancel>.

From the main window, the DTA can access the Comments window for pre-set comments, Misc. window for reservation interface, and Default Labels for user defined personal data elements for status such as tech status or booking number.

Note: The above section applies to DTS-Limited only!

Maintenance: Two types of maintenance are required; organizational assignments for travelers, and adding/deleting organizations.

- *Org Changes:* Changing a traveler org of assignment is accomplished in the traveler’s profile (Traveler Table). The Traveler Table is accessed by a DTA with group-access to the traveler. A Routing List needs to be assigned at the same time. *Remember: The DTA should initiate the change of the organization of assignment in the traveler’s profile, not in the User Table.*
- *Adding/deleting organizations:* The DTA can add sub-organizations at any time. For orgs to properly function, routing lists must be created and travelers assigned to the sub-org. Groups may also be created. The DTA can also delete organizations at anytime. However, this will cause each traveler assigned to the now deleted org problems at logon. They will receive a warning that their organization no longer exists. The DTA must assign an org and default routing list before preparing documents. When a traveler’s Org is deleted then the traveler is assigned to the default “None” org and doesn’t have a routing list. Therefore, if the traveler creates and signs a document, the document doesn’t route. The best practice is to re-assign all travelers to their new organization, then delete the “old” and empty organization.
- For reporting, if a sub-organization is deleted from the Organization Table, then the sub-org no longer appears in the list to run reports against (Doc Prep Admin>Reports> Document Summary>TA Number>dropdown menu for list of org). However, the traveler’s documents are still in the database and the information can be obtained by selecting a higher level organization. Documents from the Sub-Org already in the database will appear under the higher level organization. Any new documents that a traveler creates after his org has been deleted will appear under his new Org of Assignment.

Note: make sure the traveler’s Printed Org matches the new Org of Assignment in the Traveler Information Table.

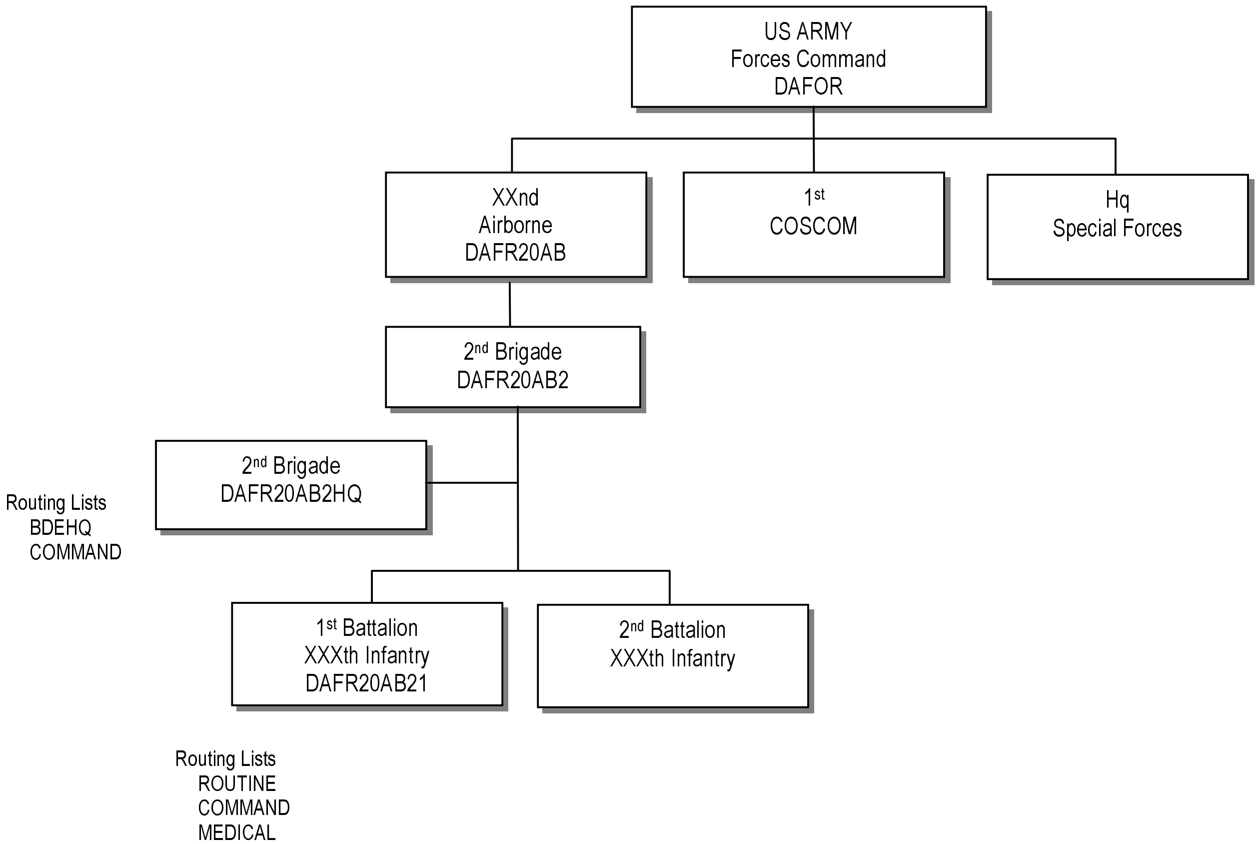
B. *Practical Considerations*

As previously explained, you need to define a DTS organizational structure that mirrors your current organization's hierarchy. The organizational setup structure you create is dictated by:

- *Routing Lists (RLs)*—are assigned to each sub-organization (minimum of one if personnel are assigned).
- *LOAs and Budgets*—are assigned to organizations
- *Centrally Billed Accounts (CBA)*—if only one part of an organization uses a CBA, then you need a subordinate organization for that purpose.
- *Reports*—can only be generated down to the lowest level of a defined organization. **Note**: Groups have no impact on DTS reporting.

C. ***Examples****:* below are examples of Organization Structures from various Services.

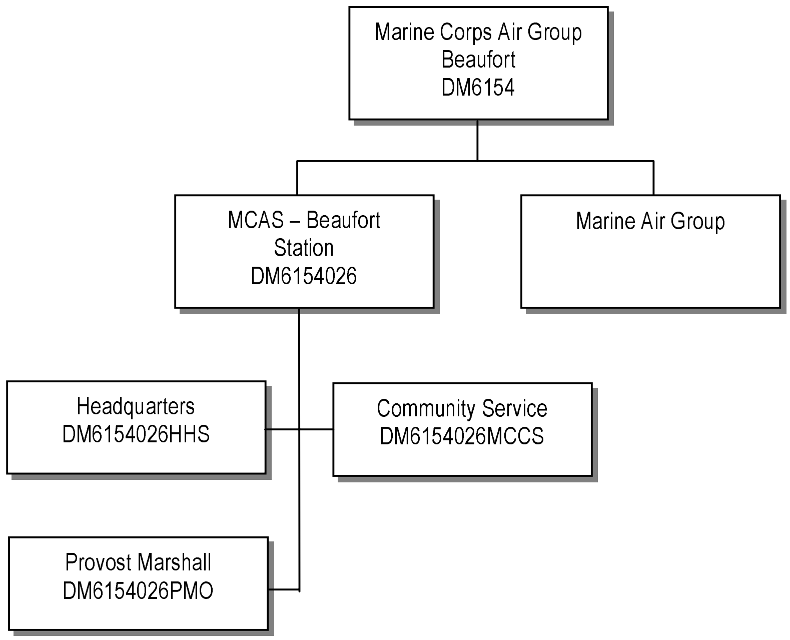
Army:



Unit Identifier UIC	DTS Org. Name Sequence	Organization/Unit Name
XXXXX	DAFOR	USA Forces Command
XXX20	DAFR20AB	20th Airborne Division
XXX22	DAFR20AB2	2nd Brigade, 20th Airborne Division
XXX22HQ	DAFR20AB2HQ	HQ, 2nd Brigade, 20th Airborne Division
XXX221	DAFR20AB21	1st Battalion, 2nd Brigade, 20th Airborne Div.
XXX222	DAFR20AB22	2nd Battalion, 2nd Brigade, 20th Airborne Div.

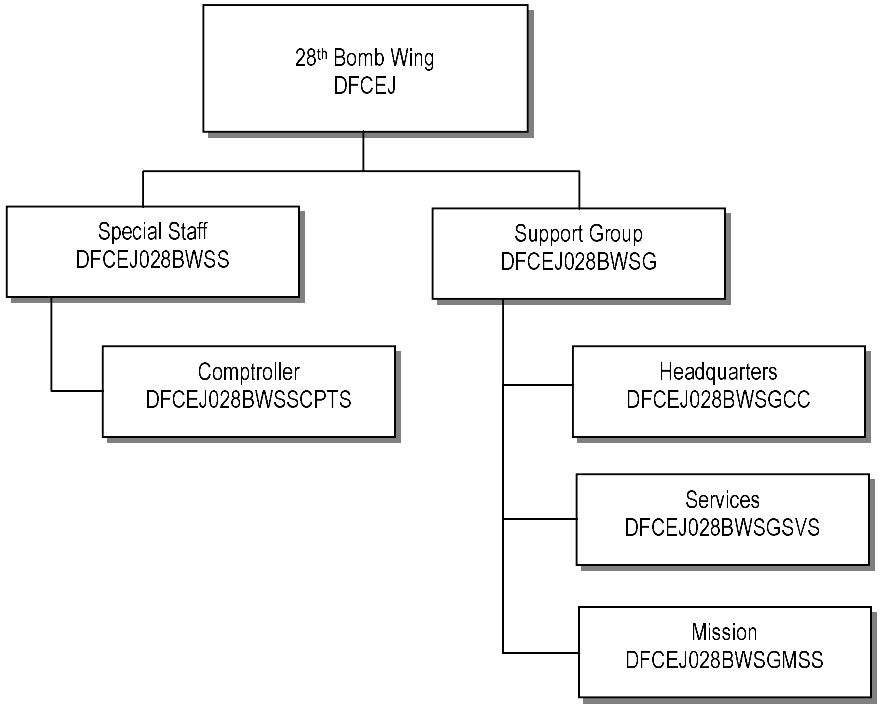
Navy: TBD

Marine Corps:



Unit Identifier/ Platoon Codes	DTS Org. Name Sequence	Org. Name
	DM6154	Beaufort MCAS, SC
026	DM6154026	Beaufort MCAS, SC Station
HSAD	DM6154026HHS	HQ-Headquarters Squadron
MCCS	DM6154026MCCS	Marine Corps Community Service
SECM	DM6154026PMO	Provost Marshall Officer
S3AR	DM6154026S3	Operations
S4AD	DM6154026S4	Logistics
S6CM	DM6154026S6	Computer Services
COAD	DM6154026SS	Special Staff
SUPP	DM6154026SUP	Supply

Air Force:



UIC/RUC/Platoon	DTS Org. Name	Current Org. Name
	DFCEJ	28th Bomb Wing
Bomb Wing	DFCEJ028BWSS	All Special Staff
EJ1CF8L1	DFCEJ028BWSSCPTS	0028 Comptroller SQ
SUPT Group	DFCEJ028BWSG	All Support Group
EJ1CFDKQ	DFCEJ028BWSGCC	0028 Support GP
EJ1CF1XN	DFCEJ028BWSGSVS	0028 Services SQ
EJ1CFC2V	DFCEJ028BWSGMSS	0028 Mission Support
EJ1CFDFH	DFCEJ028BWSGCES	0028 Civil Engineer
EJ1CFDH3	DFCEJ028BWSGSFS	0028 Security Forces
EJ1CFFPV	DFCEJ028BWSGCS	0028 Communications

D. *Template Process*

1. *Complete Worksheet 1, Organizational Hierarchy*. Begin with your main organization and add each major subordinate organization with all of sub-organizations. It is best to put them in DTS Org Name sequence (alpha/numeric). Refer to your service/MACOM representative or Appendix Q for information on the naming sequence

Step 1 Worksheet 1—Organizational Hierarchy

Unit Identifier UIC/RUC/ Platoon Codes	DTS Org. Name Sequence	Current Org. Name

2. Keep this chart current as follow-on steps are complete, as this worksheet will be used again in Step 4.

E. ***References***

1. Step 1 Worksheet 1—Organizational Hierarchy.
2. DTA Manual/Chapter 4—Organizational Setup.

2. Step 2: Define Routing Lists for each Organization

A. *Concept*

This section extracts all the appropriate discussion from Chapter 5, Routing Lists, in the training manual for reference during the planning process.

Definition: A routing list in DTS establishes the steps for the electronic processing of documents in a sub-organization. Each routing list identifies the authority for the review and approval of all travel authorizations, travel vouchers, and local vouchers for reimbursement of expenses to the traveler. Likewise, the routing list also specifies the order of processing or workflow for each type of document. Each sub-organization must have at least one routing list that covers each of the three types of documents to be used (authorization, voucher from authorization, and local voucher.)

Content: Each routing list is created by a DTA, permission Level 5, with a specific routing list name for a specific sub-organization. The naming sequence should not exceed 8 characters. The routing list identifies the responsible officials (by name) with organizational authority to conduct the process of reviews, and approval that a travel document must pass in order for it to continue to be processed. A routing list specifies the workflow by identifying the officials who must apply a particular DTS status stamp to a document and specifying the order (called level) in which the specified status stamps must be applied.

Setup: Routing lists are planned and set up concurrent with the organization structure. This allows the DTA to assign a sub-organization and default routing list to each traveler's profile in an efficient manner. There is a direct relationship to the routing list (personnel who will review and approve travel authorizations) and the organization in which the traveler receives personnel support and administration. The site should document the current process and then design the travel document process for DTS. See the Templates located under Section D for more information on the mechanics of deciding and documenting the organizational routing lists.

Creating a Routing List: The Organizational DTA, permission Level 5, names routing lists and adds steps/ levels to routing lists in EP Admin>Routing>Routing Lists. After selecting the appropriate organization (based on the DTA org-access), the DTA uses the Add button to enter the name for the appropriate routing lists. Then, selecting the routing list, the Detail button provides the DTA the "Signatures in Routing List <Name>" to add, update, delete a specific individual step/level. To add routing officials, the DTA indicates the type document, stamp, routing official, conditional process (if applicable), and level/step.

Default Routing List: Each organization in the DTS that has personnel assigned in their traveler profiles must have at least one complete routing list that covers each type of document the members of the organization are expected to use (authorization, voucher from authorization, and local voucher). Once the organization membership is assigned by the Organizational DTA/Level 5 in the traveler's profile, the routing list name data element is populated with the available routing lists of the assigned organization in the pull down menu. The DTA will typically assign the default routing list from those previously created lists for the organization of assignment. The traveler, Level 0, has the option of changing this default routing list for any specific document or they can also change their default in their master profile.

Levels: Each level in a routing list is a step the document has to go through in the electronic routing process. For each document type, the levels are processed sequentially. However, there can be gaps or voids in the step numbering (5, 10, 15) to allow for future additions. For instance, if a routing list has a REVIEWED stamp at level 5 and an APPROVED stamp at level 10 then there is space to add a CERTI-

FIED stamp at Level 8 in the AUTH later on, without having to make other changes to the other levels in the list. The levels do not have to be entered in consecutive (1,2,3,4, etc.) numerical order except for the levels CTO SUBMIT/CTO BOOKED. These two stamps must be consecutive in order for documents to route accordingly. For example, CTO SUBMIT could be a level 3 then CTO BOOKED would follow as a level 4 with no gaps in between. However, the next step in the routing list such as REVIEWED could be a level 20 with the CERTIFIED as a level 30 and the APPROVED stamp as a level 40. This example depicts a routing list that is sequential, but the steps are not numbered consecutively. There is no upper limit on the number of levels/steps in a routing list.

Routing Officials: Each level/step in a routing list should have more then one official identified to apply a particular stamp. Typically, a user is entered in a routing list only once, at one level. Generally, all routing officials are typically given Permission Level 0, 1, 2 so they have access to both the Doc Prep and the Route & Review Modules. Doc Prep allows full access to documents for viewing and signing/stamping, while Route & Review provides an efficient means of signing/stamping routed documents. Level 2 also gives them access to the full range of stamps (APPROVED, RETURN, CANCEL, etc.). There is no limit to the number of officials that can be assigned the same level/step.

Note: While not recommended, routing officials can be given only a Level 0, which would mean they can only access Doc Prep, and apply the stamp expected in the routing list if the proper access has been granted to view other members of the organization.

Note: Permission Level 1 allows the routing official access to the budget module to access “read only” LOA balances.

Cross-organization Routing: While the routing official does not have to be assigned to the particular organization, the DTA creating the list must have org-access to each official in order to select and place them in a routing list.

Note: Routing officials outside the sub-org assigned to traveler will not be able to see the available LOAs. Documents can cross-organizational route, but LOAs/budgets are under organizational control for all accounting data.

Certifying, Authorizing, and Approving Officials: The Certifying Official (CO) is responsible for certifying the obligation, adjustment of obligations, and disbursement of Government funds associated with a travel document authorization, voucher from authorization, or local voucher. The CO uses the APPROVED stamp in DTS as the stamp has the action codes necessary to initiate the appropriate accounting and disbursing transactions. Each CO will complete required training and will be appointed in writing per appropriate finance management regulations, as explained in the DTS Finance Guide located on the PMO website.

Note: The Cancel stamp can be used to de-obligate funds on a previously approved trip, but its use has implications for travel agent processing. Always use the current cancellation procedures when canceling documents.

The AO is the person responsible for approving the functional requirement for travel. Sometimes the terms authorizing and approving are used interchangeably.

A new stamp, AUTHORIZED, has been added to DTS. This allows for AOs to use this stamp in lieu of “Reviewed”. In many situations the CO and the AO are one in the same person, and the APPROVED stamp can be used alone. For organizational situations where the person responsible for certifying funds is different from the authorizing official, the AO should come first in the routing, using the REVIEWED or AUTHORIZED stamp, followed by the CO using the APPROVED stamp. In all cases, *the*

APPROVED stamp must be the final status code applied to a document by the highest level/step routing official.

Alternate Routing List Officials: Experience indicates that most travel document workflow should have more than one official at each step (reviewer, certifier and/or authorizing official). Using multiple officials is helpful for situations where the responsibility is shared or where the primary official is often not immediately available. This is done in the routing list by repeating a level for the same doc type/stamp, but with a different name. Each official at the same level receives simultaneous notification of the document in their queue, and once one of the officials acts on the document by signing, the document is removed from the other official's queues.

Note: The only caution is that each person at a level will receive an e-mail notification for each document awaiting processing and the more officials on a routing list the greater the maintenance requirements.

Document History: Each document includes a complete history of all signing/stamping events. This is found in the lower third of the signing window of each document. The document history records the stamp, date/time (using Regional Data Center - RDC Eastern Time), name of the user, and any remarks entered during signing. A typical routing list would generate the following typical document history (stamps only):

> Authorization: CREATED, SIGNED, CTO SUBMIT, CTO BOOKED, REVIEWED, FUNDED, APPROVED, AUDIT PASS, PAYLINK, PAY SUBMIT, AUTH 24-HOUR PASS.
>
> Voucher: CREATED, SIGNED, REVIEWED, FUNDED, APPROVED, AUDIT PASS, PAYLINK, PAY SUBMIT, PAID, ARCHIVE READY (POSSIBLY), ARCHIVE SUBMIT, ARCHIVE ACCEPTED.
>
> **Note:** If a clerk or secretary prepares a travel authorization request for someone, they use the SIGNED stamp. For creating a voucher for someone, the clerk or secretary (called Designated Government Entity (DGE)) would select the T-Entered stamp for CUI but for DTS-Limited the process is slightly different. The user would have two profiles, one regular profile with their necessary permission, the other with approval override with permission of 0.

Stamps, Status codes, and Action codes: The terms *stamp* and *status code* are used interchangeably as the stamp the user selects when signing the document becomes the current status code of the document. Each process of signing a document is recorded in the Document History with the stamp, user name, and date/time. Each stamp may have none, one, or more than one action code assigned—each action code causes a very specific electronic procedure to occur. Action codes accomplish such procedures as "route" (sends the document to the person (s) at the next level of the routing list) and "emailtrav" (sends an e-mail notification to the traveler.) There are over 20 action codes associated with the various types of documents. The list of stamps and the relationship of action codes assigned to particular stamps is pre-set for all of DTS.

Several stamps are regularly used in DTS and a general description of the action codes associated with stamps are listed in Appendix K—Administrative Setup—Supplied and System Generated Status Codes Table.

B. *Practical Considerations*

Routing List on the Document: At the time the document is created and signed by the originator (using the SIGNED or T-ENTERED stamps) the org and name of the routing list to control processing is set for the original version. **The default routing list in the traveler's profile is used, regardless of who prepares**

and stamps the document. Typically processing proceeds in accordance with the levels (steps) in the routing list. In special situations, the name of the routing list can be changed to another available routing list in the pull down list in the traveler's profile—See Split Routing later in the document, under Section C, Routing List Examples.

Signature Verify Audit: After the APPROVED stamp is successfully placed on a document, the Electronic Processing auditing function in DTS is set to run this custom audit. The audit verifies three items regarding the signatures on the document that was just stamped:

- Checks that the user stamping the document has a valid digital certificate at the time of signing by comparing the certificate to the revocation list.
- At APPROVED, checks the signatures on the document against the routing list to verify that the correct individuals signed the document in the correct order. Therefore, it is important that each official sign the document in order, and not open a document and try to "speed up the process" because of a pending absence. Likewise, it is absolutely critical that only officials in the routing list stamp documents (even though DTAs and help desk personnel may have access and permission).

  Note: The existing approval override feature, which can be used for any local stamp/level, must be used very carefully.

- Verifies each official encrypted signature string is valid with the certificate revocation list and ensures the data in the document matches the encrypted string. This is done for all official documents: APPROVED documents, authorizations, vouchers from authorizations, and local vouchers, and for SIGNED or T-ENTERED claims.

If a document fails this audit, the following stamps are added to the document history: AUDIT FAIL, AUDIT PASS, REJECT. The document must then be re-routed and signed correctly. This is done by creating and signing an amendment.

Conditional Routing Lists: DTS allows the DTA to tailor the electronic routing to include a "conditional route," meaning that "if certain conditions exist", then an additional level (step) is added to the normal electronic routing. If the condition does not exist, then the conditional level specified in the routing is skipped. Conditional routing can be used for routing authorizations, vouchers from authorization, or local vouchers and is optional for an organization. Responsible officials can be inserted in an existing routing list at the appropriate order of approval before routing to the AO who has document status of approved. Conditional routing utilizes routing tests that can be found in Appendix K—Administrative Setup—Routing Tests Table. Routing tests indicate that additional approval is required. Below are a few examples:

- *Foreign travel*—checks for any travel outside the U.S.,
- *Group authorization*—checks to see if the document is a group authorization,
- *Non-contract fair*—checks to see if a non-contract fare was used,
- *Trip duration*—verifies the trip duration,
- *Leave exists*—checks the document for the existence of annual or non-duty leave.

Delegate Authority: Any routing official, at any level (step), can personally delegate another official to sign for them. While this delegation is in place, the delegated official receives notification of the document in their queue. Once one of the officials at that level acts on the document by signing, the document is removed from all other officials' queues for that level, both those listed on the routing list and those with delegation. When granting the delegation, the routing list official *can choose from the members listed within the delegate authority table, which is generated from the signature table.* The official granting the delegation is warned if the person selected for delegation authority does not have the same permission level. If such a person is selected, this will be a problem if the person does not have the same permission level or access. They will not be able to accomplish the same role, or if a CO using the APPROVED stamp, they may not be on orders. Generally, delegation should only be made to other users who have the same permission level as the routing official. This delegation remains in force until the granting official personally removes the delegation.

Multiple Routing Lists: DTS allows the DTA to tailor the electronic routing to the current workflow process for travel documents using one or more routing lists for each organization. As previously stated, each organization in DTS that has personnel assigned in their traveler profiles has to have at least one complete routing list that covers each type of document the members of the organization are expected to use (authorization, voucher from authorization, and local voucher.) Experience indicates that most organizations will have a primary routing list that takes care of routine travel and then others for one or more special situations. Standard lists may be created site-wide in each sub-organization to handle standard functions such approval of orders for medical travel, and honor guard/ funeral detail travel. Other routing situations that need to be considered for separate routings are “arrangements only” travel, PCS, invitational travel orders, and other trip types.

Split Routing: One special variation of multiple routings is split routing. This technique can be used when there are several personnel creating documents, but the final Certifying Officer/Approving Official is not known at the time of document creation. A review is needed to determine the final routing of a document for instance. Split routing is used when an organization uses two different sources of funds that each require different Certifying/Approving Officials. The traveler or clerk initiating a document using a standard routing list, say “BLUE”, and a LOA, “BLUE”. Because of the nature of the mission, the reviewer may have to change the LOA and routing list assigned to a document during processing based on the details of the trip. This ensures that both certifying/approving chains do not see each other’s documents. A reviewer would adjust the document by changing the routing list assigned to the document from BLUE to GREEN and SIGN the document; this would initiate the new GREEN routing list. Any time the routing list name on a document is changed, the SIGNED stamp must be used to restart routing.

“Super” Routing List Officials: Sometimes an organization wants a specific official to be the approver/ reviewer as a last resort (backup) on several routing lists. This is a “fail safe” way to ensure that documents continue the electronic routing, when the “normal” or primary routing official is unavailable for signing. This “super” official may also be the primary official responsible for a routing step on a single routing list for review, certification, or approval. A potential difficulty is identifying the primary documents from all the backup documents, as the “super” official on many other routing lists will have many travel documents appear in their Route & Review window, for action. To alleviate the confusion of knowing which documents the “super” official is primarily responsible for, a local document naming convention can be developed to identify documents. For example, a one or two digit code could be assigned and those initiating documents could be named starting with the code. The “super” official could then sort the Route & Review queue by document name and identify documents awaiting their direct action accordingly. For those documents the “super” official has backup action, typically they are notified off-line, by phone or e- mail, of a specific document that requires their attention.

Note: It is not recommended that a single official be assigned more than one level (step) in the same routing list. If so, this increases the risk that an official could sign/stamp a document out of order, thereby triggering a failure of the Signature Verify audit. For example, the same user could be listed at step/level 10 as a reviewer, and also at step/level 20 for approval. If the user sees a document in the queue, and applies the stamps out of order (e.g., approved before reviewed), the document fails the audit and must be amended. The entire routing process has to be re-done with an amendment.

Maintenance: Just the routing list name is stored in the document at the time the document is created. This is when the traveler’s master profile from the Traveler Information Table is copied into the document. Unlike the traveler's profile, there is no copy of the routing list in the document—the details of the routing list are stored in a separate table of routing lists in the DTS database. Each routing list can be changed at anytime by the DTA. This can present problems if documents are in process using a routing list and then it is changed, renamed, deleted, etc. The problem will typically cause routing to stop, as the signature verify audit will fail prior to processing any accounting and disbursing transactions. Correcting the situation requires an amendment to be initiated, with the entire routing process being carried out to approval again.

C. *Examples*

Army:

DTS Org: DAFR20AB21
Routing List Name: ROUTINE

Doc Type	Doc Status	Signature Name	Level	Process Name	
AUTH	REVIEWED	<Trans. Office>	1	GROUP AUTH	*
AUTH	CTO SUBMIT	**CTO SUBMIT	3	BYPASS PNR	**
AUTH	CTO BOOKED	**CTO BOOKED	4	BYPASS PNR	**
AUTH	REVIEWED	Sally Jones	10		
AUTH	REVIEWED	Harry Smith	10		
AUTH	APPROVED	Jim Coyle	20		
AUTH	APPROVED	Mary Green	20		
LVCH	REVIEWED	Harry Smith	10		
LVCH	APPROVED	Jim Coyle	20		
LVCH	APPROVED	Mary Green	20		
VCH	REVIEWED	Harry Smith	10		
VCH	APPROVED	John Doe	20		
VCH	APPROVED	Sue Doyle	20		

* for future use in CUI.
** for use only in the CUI and not Limited.

Navy: TBD

Marine Corps: Split routing. The example below depicts a default routing. Documents are created and signed, CTO Submit and CTO Booked. The clerk, Dixon decides to continue BLUE or change to GREEN. If changed, the adjusted document is <u>SIGNED</u> by Dixon to restart the new routing.

Note: For the new routing list, the next level would be reviewed, approved. Doc doesn't go back to CTO as long as the reservation module was not touched by previous reviewer.

Note: both example routing lists only show the authorization process. A complete routing list includes the local voucher and voucher processes as displayed in the Army example routing list.

DTS Org: DM6154026HHS
Routing List Name: BLUE

Doc Type	Document Status	Signature Name	Level	Process Name
AUTH	CTO SUBMIT	**CTO SUBMIT	2	BYPASS PNR**
AUTH	CTO BOOKED	**CTO BOOKED	3	BYPASS PNR**
AUTH	REVIEWED	Kimberly Katz	10	
AUTH	REVIEWED	Cheryl Dixon	10	
AUTH	APPROVED	Mark Joseph	20	
AUTH	APPROVED	John Merriweather	20	

DTS Org: DM6154026HHS
Routing List Name: GREEN

Doc Type	Document Status	Signature Name	Level	Process Name
AUTH	CTO SUBMIT	**CTO SUBMIT	2	BYPASS PNR**
AUTH	CTO BOOKED	**CTO BOOKED	3	BYPASS PNR**
AUTH	REVIEWED	Cheryl Dixon	10	
AUTH	REVIEWED	Paul Matthews	10	
AUTH	APPROVED	Gail Jones	20	
AUTH	APPROVED	Chris Blackwell	20	

Air Force: TBD

D. *Template Process*

1. *Overview*. Document routing is designed to facilitate electronic review of documents. Stamped documents are automatically transmitted (routed) electronically to the next DTS user based on the routing lists. Organizations currently process travel documents in a paper, or semi-automated process. The suggested approach is for the site to document the existing “as-is” paper-based process, then map the new DTS process. After a review/consultation, then convert the new process maps to routing lists for DTS. This disciplined approach will ensure a high success rate for initial documents and avoid many common startup problems.
2. *Mapping the Process.* Step 2 Worksheet 2A, Current Routing Process Map, can be used to map each step in the existing travel process. Another way is to use flow charts which are created during the PMO visit called “Business Process I.” Key data that needs to be recorded for each document type (travel authorization, voucher from authorization, and local voucher) for each step in the travel process is
   - Organization and routing title (for identification purposes)
   - Step number and the name of the person accomplishing the step
   - Physical action the person named is expected to take
   - The DTS stamp to be used to replace the existing processes. (This is done at the end).
   - A description of the next step to be taken, especially when existing routing may branch based on certain existing conditions.

   a) Using the worksheets, document the existing travel process for each organization in detail. All special travel situations that are currently handled at a site should be mapped in detail. A separate sheet should be filled out for each routing. Once the existing processes are defined, then the DTAs should consider the DTS capabilities and complete the DTS startup column.
   b) Then the DTA should make a second map of each new process that integrates DTS. Using the organizations identified in Step 1, there must be at least one DTS routing list

for each organization on the hierarchy list that will have travelers assigned, Worksheet 2B.

Step 2 Worksheet 2A, Current Routing Process Map—completed example.

Note: the example is mapping current process in DTS-Limited where current process involves verbally contacting the CTO.

DTA Planning Template

Routing Process Map Step 2 Worksheet 2A

Example for AUTH, Unit Clerk

Document Type: AUTH/DTS Limited Org: DMXXXX Routing List Name: Routine

Step No.	Person	Physical Actions to be taken	DTS Stamp to be applied at signing	Next steps
1	Traveler or Squadron Admin NCO	Off-line: Identify need, obtain data from CTO, etc. to complete itinerary, ticketed transporta tion, and expense estimates.	NA	Logon to Limited
2	Squadron Admin NCO	Create authorization request in Limited by completing itiner ary, transportation, expense estimate, assign LOA, use “Blue” routing in traveler’s pro file. Sign authorization	SIGNED	Route document to Group Admin for TUN (TUN num ber)
3	Group Travel Admin	Adjust doc: 1) confirm “Blue/ Green” routing, 2) change rout ing to “Green” if required, 3) apply TUN number	REVIEWED	Print doc and sent to TO to confirm ticketing with CTO; to AO/CO
4a	Transporta tion Officer	Off-line: Provide CTO with confirmation that trip ok to ticket.	NA	CTO tickets trip IAW local proce dures.
4b	AO/CO	In Route & Review, approve document.	APPROVED	Approved auth used to create voucher.

Step 2 Worksheet 2B, Routing List Input Form

Be sure to follow the guidelines provided in the section above and remember the basic rules:

- Each organization with personnel assigned must have at least one routing list that covers each document to be used (travel authorization, voucher from authorization, and local voucher).
- Each document type (authorization, voucher, local voucher) in a routing list needs to have at least a single official identified for the APPROVED stamp and this must be the last level/step.
- Do not put the same official at more than one level/step.
- Designate alternate AOs for each organization and document type to assist the main or primary AO with TDY/TAD overloads or when they are on leave, sick, or TDY/TAD. Alternates can be designated for other routing officials

- Alternate reviewers/approvers for a document type must all be on the same level/step.
- For DTS full, the AUTH list must have CTO SUBMIT/CTO BOOKED (with BYPASS PNR in the process name specified for both) at adjacent levels and before the APPROVED level/step.
- Level /Step 1 should be left blank for potential future use with group authorizations.
- The order of levels/steps of the routing list must be sequential, but do not have to be concurrent (number the steps in multiples of 5 or 10.).

c.) With the existing and first draft of the new processes documented, the maps should be reviewed by experienced personnel. This can be accomplished in a consultation visit, via an e- mail exchange, or other appropriate opportunity with service reps, PMO, and or TRW.

d.) Once the maps are reviewed, the DTA should begin the process to construct the Excel spread-sheet that can be used during the input process. Step 2 Worksheet 2B, Routing List Input Form, is designed to facilitate this process. The spreadsheet is easily completed using properly completed process maps.

Step 2 Worksheet 2B, Routing List Input Form—completed example

Routing List Name	Doc Status	Signature Name	Level	Doc Type	Process Name*	DTS Organization	SSN #	
SSTAFF	CTO SUBMIT	**CTO SUBMIT	2	AUTH	BYPASS PNR	DM6244SS		**
SSTAFF	CTO BOOKED	**CTO BOOKED	3	AUTH	BYPASS PNR	DM6244SS		**
SSTAFF	REVIEWED	Clark Smith	10	AUTH	BLANK	DM6244SS	XXXXXXX	
SSTAFF	REVIEWED	Greg Jones	10	AUTH	BLANK	DM6244SS	XXXXXXX	
SSTAFF	APPROVED	Amy Moore	20	AUTH	BLANK	DM6244SS	XXXXXXX	
SSTAFF	APPROVED	Jim Wolfe	20	AUTH	BLANK	DM6244SS	XXXXXXX	
SSTAFF	REVIEWED	Clark Smith	10	LVCH	BLANK	DM6244SS	XXXXXXX	
SSTAFF	APPROVED	Amy Moore	20	LVCH	BLANK	DM6244SS	XXXXXXX	
SSTAFF	APPROVED	Jim Wolfe	20	LVCH	BLANK	DM6244SS	XXXXXXX	
SSTAFF	REVIEWED	Clark Smith	10	VCH	BLANK	DM6244SS	XXXXXXX	
SSTAFF	APPROVED	Amy Moore	20	VCH	BLANK	DM6244SS	XXXXXXX	
SSTAFF	APPROVED	Jim Wolfe	20	VCH	BLANK	DM6244SS	XXXXXXX	

* Not used for Limited but used for CUI only for CTO Submit and CTO Booked.

** for use only in the CUI only and not Limited.

Note: The worksheet is constructed to assist with either manual data entry or importing. These options are explained in Step 6.

e.) The final task is to identify the default routing list to be assigned to each traveler assigned to each specific organization. Each traveler must have a routing list assigned in their personal profile and this is usually done concurrent with assigning an organization, regardless of the method of input, manual or one of the automated means. Step 2 Worksheet 2C, Default Routing Lists, can be used to facilitate this.

Step 2 Worksheet 2C, Default Routing List—short example

DTS Org. Name	Default Routing List
DA6244SS	SSTAFF
DA6244OPS	OPSHQ
DA6244OPSFLT	OPSFLT
DA6244OPSSPT	OPSSPT
DA6244BASE	BASEHQ1
DA6244BASE	BASEHQ2

E. *References*

1. Step 2 Worksheet 2A, Routing Process Map
2. Step 2 Worksheet 2B, Routing List Input Form
3. Step 2 Worksheet 2C, Default Routing List
4. DTA Manual/Chapter 5/Routing List

3. Step 3: Define the group structure and access to documents

A. *Concept*

This section extracts all the appropriate discussion from the training manual for reference during the planning process. See Chapter 6, Groups, in the DTS DTA Guide.

Definition: In DTS, a group is a list of travelers established to allow certain designated users "anytime" access to all the travel documents for each traveler on the group membership list. Groups control access to a traveler's personal information and travel documents. Traveler's can be a member of many groups, but must be a member of at least one group. This feature allows the local DTS setup to account for Privacy Act concerns and limit access to the personal information contained in travel documents.

Content: A group list is simply the names and SSNs of each member for a given group name, as created in a specific organization. In the background, the database maintains a table that records a separate entry for each member on the list that includes the group-name, traveler's name and SSN, and the org-name that the DTA specified at the time the group-name was created. The display for a group includes the org-name designated, the group-names created in that organization, and then a list of each group member's name (first, middle, and last names in one field) and SSN. Travelers on a group list can come from any organization.

Creation: A group list of travelers is created for an organization by naming the group, and then adding individual members to the group membership list. The format of the 12-digit group name is locally established. The DTA selects travelers to add to the group from a displayed list of travelers. (This display list is controlled by the DTA's org-access, as all travelers entered in the User Table for all subordinate organizations are displayed to the DTA.)

WARNING: When adding members to groups the DTA can also select any traveler in the DTS database if the SSN is known. However, this presents a security problem and should not be used. The DTA should only add members to Groups based upon need and assignment to the DTA's organization.

Characteristics: The members of a group typically have something in common related to access to their documents. For example, they are assigned to a sub-organization that has a group for the unit travel clerk, they are on a base with a consolidated help desk that has a single "main" group, or there is a routing list official (AO, TO, other) that needs unrestricted access to all the documents in a specific group. Generally, the members of a group are assigned to the same organization for administrative support and work function. Group memberships can cross organization hierarchies, however this can have serious org-assignment issues, as discussed in a follow-on paragraph.

Each group list is a *stand-alone* entity and is not related in the database to any other group or organization feature. Groups are not hierarchical. For instance, a group made up of all the members of a subordinate unit does not roll up into a "main" group just because the org naming sequence is hierarchical. The names given to groups can be made to look hierarchical, but there is no feature in the software that supports this. Likewise, there is no direct data base relationship between a routing list, the AO for the routing list, and a group created with the same name. Such a relationship can only be established and maintained manually.

Also, the more groups in an organization's group structure, the more required maintenance work for the DTA.

Group Membership: A traveler is added to the group membership list by a DTA in Doc Prep Admin > Security > Groups. Being a member of a group does not grant the traveler any additional privileges.

Travelers can be members of an unlimited number of groups and each user given group-access is also automatically made a member of that group. Likewise, there is no limit on the number of travelers on a group membership list. Currently, maintenance of each group list is manual, so adding a traveler to your organization also requires the DTA to add the person to each group in the group-structure. Likewise, deleting a traveler from your organization upon reassignment or departure requires the DTA, with org-access, to delete the traveler from each group in the group-structure.

Note: In order to accomplish group list maintenance, the DTA must have hierarchical org-access to see down to the sub-org associated with the group at time of creation.

Group-access: A user is granted group-access by a DTA in Doc Prep Admin > Security > Users. Group-access gives the user anytime access to all the documents for all the travelers on the group membership list. When a traveler logs on to DTS, they have access to their documents; (and their own personal documents through “open document”). If they have group-access, they also can view and edit the documents for all users on the group membership list. Through an open document, they can edit the personal information of the user.

Note: The ability to edit personal information is controlled by permission level, i.e., any user can change a home address, but only a DTA, Level 6, can change EFT account information.

If the user has a permission level of 2 (AO) or 5 (ODTA), this combination of permission level and group-access is a very powerful privilege, as the user can accomplish any local DTS task related to a particular document. The combination of group-access and certain roles provide a potential to do much good, but also can be used to create some significant problems. Only experienced, reliable users should be given such a combination.

Group-access is typically assigned to DTS users such as travel clerks (to allow initiation and preparation of documents), transportation officials (to confirm compliance with policy), and help desk personnel (to assist with problem resolution). Users with group-access use the open document feature in Doc Prep to access the list of travelers in the group to which they have access. They can open any document belonging to a traveler. Group-access does not confer any special privileges to the user—the permission level assigned to the user controls the features and stamps a user can apply to an open document.

Any user can be granted group-access by the DTA. However, a user can be granted group-access to only a single group at a time. When given group access, the user is automatically made a member of the group. The DTA can change the group-access of an individual user at any time. However, removing a group-access does not automatically remove the user from membership in the previously accessed group.

Membership in a group limits access to traveler information and travel documents to appropriate personnel within an organization, i.e., only those granted group-access. This allows Privacy Act requirements to be used to the fullest extent possible. Allowing appropriate members such as clerks and other officials access to the group, allows these personnel to view and edit traveler information, in addition to creating travel documents for each member of their assigned group. However, there are no specific rules in DTS about who has to be assigned group-access. For instance, there is no requirement that an AO be given group- access to all the travelers that are assigned to the routing list the AO is in.

Group Structure: The group structure for a main organization (site, base) has two parts. Part I is the list of group-names to be created and the associated organization. Also included are the individuals to be granted access. Part II identifies the group or groups that each traveler assigned to a sub-organization is to be added on the group member list.

Additional groups may be created at various levels in the org-structure to facilitate appropriate access to documents for specific users, such as local help desk personnel, unit clerks at various levels, transportation officials, and authorizing and other routing list officials. Each group created at lower levels is a stand-alone entity; it is not hierarchical with other groups in the structure. Each traveler is added to each group by individual manual actions.

These other groups are formed to allow authorized individuals access to specific travelers and to create travel requests for individuals. Hence, the authorized individuals with org-access have the ability to "look down" the organization hierarchy and add/delete travelers as members of a group. The authorized individuals with a lower level org-access cannot "look up" the organizational hierarchy at a group created and associated with a higher-level organization

Large organizations may have one group or multiple groups depending on the organizational needs necessary for management control of information or documents. Group names are controlled at the local level. The members of the group may be a collection of travelers from the same organization or sub-organization. This allows travelers to be placed in more than one group when their functional duties require them to work in areas other than their assigned organization. The group has no direct line or staff hierarchical connection to the organization in DTS, nor is there any direct relationship between groups created at different levels of an organization. For example, while a subordinate-org may have a group to allow the units travel clerk access, the main organization may also have a main group to allow help desk personnel access. However, each group exists as a separate entity—adding a traveler to the group for the sub-org does not add the same traveler to the main group; this must be done manually. The traveler must be separately added to each group.

This group-structure, or mapping of organizations to groups, access, and membership needs to be maintained in order to facilitate any changes, but more importantly to aid in/out processing. The group structure is a road map for setup and on-going maintenance of the groups for a site.

Setup: After the organization hierarchy (or org-structure) and routing lists are planned, the group structure is the third most important part of setup planning. This allows the DTA to use the org-structure and issues resolved in routing list planning as inputs to the group-structure design. First, the DTA should model the current process of access to documents and establish the intended access approach for DTS. With the typical paper process, each official that acts on the document sees the hard copy; this is accommodated in DTS with routing list access. Once the document is acted on, it is no longer available for viewing in the officials queue (either Doc Prep or Route & Review.) Various clerks retain copies for future reference and voucher processing; this ability to access the historical record is accommodated by granting group-access. The site should model the process and determine who should have anytime access to documents from each organization.

Given the process definition, the groups to be created in each org are identified with the users (roles) to be granted group access. Some sub-organizations may have no groups associated, while others may have one or more to successfully model document access processes. Then, for the travelers assigned to each organization, the group or groups for membership are identified. See Section C below for more information on the mechanics of deciding and documenting the group structure for the organization.

B. *Practical Considerations*

Main Group: The main organization (base, site) Lead DTA must ensure that each person assigned to any organization in the main orgs naming sequence is a member of at least one group to ensure proper functioning of the system. This is typically thought of as the main group for the main organization and can provide the local help desk with complete access to all documents. Such a main group also provides a handy location for in processing to list all new arrivals pending assignment to a specific unit, DTS sub-org. It will allow the DTA to move a traveler from one sub-organization to another. Typically, all travelers assigned to all sub-orgs are made a member of the main group.

Help Desk Group: A group may also be established to enable the organization DTA or local help desk to access, view, and edit all travelers' information. The main group typically serves this purpose.

Service/Major Command Group: Each Service/Agency decides whether to have higher level groups. Procedures for adding members to these higher level groups must be established outside DTS as the local DTA could not add someone to a service-level group. The local DTA can only "see" groups looking down their organization hierarchy.

Sub-organization Group: Probably the most common in DTS. Typically created and maintained to the level that has a clerk or other administrative support available. However, there is no requirement for a group to be created for each sub-organization.

Routing List Group: Typically created and maintained in a sub-organization with two or more distinct sets of personnel using different routing lists with different approval chains. Used to provide separation of sets of travel records. However, there is no requirement for a group to be created for each routing list or AO.

AO Group: See routing list group. There is no requirement for a group to be created for each AO or routing list.

Sub-group: **Note:** There is no such structure as a sub-group in DTS. Groups created in DTS are not hierarchical.

Maintenance: It is a truism that "more groups equals more maintenance." Currently, the update process is manual. Assigning a traveler to an organization requires a DTA with org-access to "see" the groups to manually add the traveler's name and SSN to each group membership list. This in-processing activity needs to be coordinated and in-place at startup to ensure that both the org and group structures for travelers remains current. The group-structure mapping should be used to guide this process.

A transfer between sub-orgs within a main organization requires a change of org-assignment and appropriate group membership changes. If the person is already a member of the higher level groups, then no action is required. Remember: The DTA should initiate the change of the organization of assignment in the traveler's profile, not in the User Table. If some are not shared, the traveler's name and SSN needs to be removed from those groups no longer appropriate, and added to the new organization's appropriate groups.

Examples

Army: Step 3 Worksheet 3, Group Structure—completed example

	Create Groups Part 1		Groups For Membership Part 2							
Organization	**Group Name**	**Access**	**Sub-Org.**	**Group**	**Sub-Org.**	**Group**	**Main Org.**	**Main Group**	**Service / Agency Org**	**Service/ Agency Group**
DA6244 "Main" Org	Main	LDT Help Desk								
DA6244SS Special Staff	SStaff	ODTA S-1			DA6244SS	Staff	DA6244	Main	DA	DA
DA6244OPS OPS HQ	OPS	ODTA Admin Clerk			DA6244OPS	OPS	DA6244	Main	DA	DA
DA6244OPSFLT OPS Flight Det.	OPSF	ODTA Admin Clerk	DA6244OPSFLT	OPSF	DA6244OPS	OPS	DA6244	Main	DA	DA
DA6244OPSSPT OPS Support Det.	OPSS	ODTA, AO Admin Clerk	DA6244OPSSPT	OPSS	DA6244OPS	OPS	DA6244	Main	DA	DA
DA6244BASE Base HQ Det.	BASE1	ODTA, AO1 Admin Clerk			DA6244BASE	BASE1	DA6244	Main	DA	DA
DA6244BASE Base HQ Det.	BASE2	ODTA, AO2 Admin Clerk			DA6244BASE	BASE2	DA6244	Main	DA	DA

Navy: TBP.

Marine Corps: Step 3 Worksheet 3, Group Structure—completed example

	Create Groups Part 1		Groups For Membership Part 2					
Organization	**Group Name**	**Access**	**Sub-Org.**	**Group**	**Sub-Org.**	**Group**	**Main Org.**	**Main Group**
DM6154	MCAS	LDTA, Help desk						
DM6154026	StationGP	ODTA, Admin Clerk			DM6154026	StationGP		
DM6154026HHS	HHSGP	ODTA, Admin Clerk	DM6154026HHS	HHSGP	DM6154026	StationGP		
DM6154026HHS	HHSADMGP	ODTA, Admin Clerk	DM6154026HHS	HHSADMGP	DM6154026	StationGP		
DM6154026MCCS	MCCSGP	ODTA, Admin Clerk	DM6154026MCCS	MCCSEP	DM6154026	StationGP		
DM6154026PMO	PMOGP	ODTA, Admin Clerk	DM6154026PMO	PMOGP	DM6154026	StationGP		
DM6154026S3	S3GP	ODTA, Admin Clerk	DM6154026S3	S3GP	DM6154026	StationGP		
DM6154026S4	S4GP	ODTA, Admin Clerk	DM6154026S4	S4GP	DM6154026	StationGP		
DM6154026S6	S6GP	ODTA, Admin Clerk	DM6154026S6	S6GP	DM6154026	StationGP		
DM6154026SS	SSGP	ODTA, Admin Clerk	DM6154026SS	SSGP	DM6154026	StationGP		
DM6154026SUP	SupplyGP	ODTA, Admin Clerk	DM6154026SUP	SupplyGP	DM6154026	StationGP		

NOTE: USMC example does not use a Service Group or Site-wide “Main” Group.

Air Force: Step 3 Worksheet 3, Group Structure—completed example

	Create Groups Part 1		Groups For Membership Part 2							
Organization	**Group Name**	**Access**	**Sub-Org.**	**Group**	**Sub-Org.**	**Group**	**Main Org.**	**Main Group**	**Service Org**	**Service Group**
DFCEJ	EAFB	LDTA, Helpdesk					DFCEJ	DFCEJ	DF	DF
DFCEJ028BWSS	SSTAFF	ODTA, Admin Clerk			DFCEJ028BWSS	SStaff	DFCEJ	DFCEJ	DF	DF
DFCEJ028BWSSCPTS	CPTS	ODTA, Admin Clerk	DFCEJO28BWSSCPTS	CPTS	DFCEJ028BWSS	SStaff	DFCEJ	DFCEJ	DF	DF
DFCEJ028BWSG	SG	ODTA, Admin Clerk			DFCEJ028BWSG	SG	DFCEJ	DFCEJ	DF	DF
DFCEJ028BWSGCC	CC	ODTA, Admin Clerk	DFCEJO28BWSGCC	CC	DFCEJ028BWSG	SG	DFCEJ	DFCEJ	DF	DF
DFCEJ028BWSGSVS	SVS	ODTA, Admin Clerk	DFCEJO28BWSGSVS	SVS	DFCEJ028BWSG	SG	DFCEJ	DFCEJ	DF	DF
DFCEJ028BWSGMSS	MSS	ODTA, Admin Clerk	DFCEJO28BWSGMSS	MSS	DFCEJ028BWSG	SG	DFCEJ	DFCEJ	DF	DF
DFCEJ028BWSGCES	CES	ODTA, Admin Clerk	DFCEJO28BWSGCES	CES	DFCEJ028BWSG	SG	DFCEJ	DFCEJ	DF	DF
DFCEJ028BWSGSFS	SFS	ODTA, Admin Clerk	DFCEJO28BWSGSFS	SFS	DFCEJ028BWSG	SG	DFCEJ	DFCEJ	DF	DF
DFCEJ028BWSGCS	CS	ODTA, Admin Clerk	DFCEJO28BWSGCS	CS	DFCEJ028BWSG	SG	DFCEJ	DFCEJ	DF	DF

C. *Template Process*

1. *Overview*. Step 3 Worksheet 3—Group Structure.
2. Setup the worksheet by first copying the DTS organization hierarchy established in Step 1 in to the first column.
3. *Group Creation*. Part 1 of the worksheet. For each organization listed in the hierarchy, evaluate the need for a group to be created at that level. Remember that there is no requirement that every organization have a group and that more groups equals more manual maintenance later on. For those organizations that need an associated group created, enter the name of the group (12 characters). Also determine, by name, the officials that are to be granted "anytime" group-access. Remember that an official can only have access to a single group at one time. Also, that a DTA with org- access can change an official's group access at any time, from one group to another. If more than one group is established for an org, the person with org access can change their personal group access between the different groups.
4. *Group Membership*. Part 2 of the worksheet. For each organization listed in the hierarchy (far left column), determine the group or groups that each traveler should be a made a member. Each traveler should be made a member of at least one group; to do otherwise could cause difficulties in help desk operation, clearing accounting rejects, audit failures, etc. When building the group membership worksheet it is recommended to list the groups associated with the org based upon org hierarchy. However, the site can list them lowest to highest as well. The objective is to list all the membership groups for each organization.

   The group structure for the main organization or site should be modeled on factors such as who has access to travel documents now, will the Lead DTA and help desk need access to assist the traveler and to resolve accounting rejects, will the transportation officer need access to assist the traveler, does the AO or unit clerk need anytime access, etc. Remember, each traveler is assigned to a single organization, and given a single default routing list, but can be a member of many groups, if desired.

   Record the structure in part 2 of the worksheet. Be sure to use the correct org-names and group-names from Part 1, with the corresponding organization naming sequence from the first column.

   For groups created at other organization levels (Service/MACOM), be sure to get the correct org name and group name from your service representative.

Step 3 Worksheet 3, Group Structure—blank example

	Create Groups (Part 1)		Groups For Membership (Part 2)					
DTS Organization	Group Name	Access	Org.	Group	Org.	Group	Org.	Group

D. *References*

1. Step 3 Worksheet 3—Group Structure.
2. DTA Manual/Chapter 6/Groups.

4. Step 4: Combine and Create the Master Reference Spreadsheet

A. *Concept*

This master spreadsheet combines the key information from the preceding three steps. This construction allows for ready cross reference of the unit identifier (UIC/Pass Code, RUC) with the assigned DTS org-name for each traveler, along with the default routing list and group membership lists for each traveler assigned to the organization. The information displayed can assist with manual entry of data during initial site implementation, provides a ready reference for future actions (such as adding organizations), and can be used during in-processing and maintenance to readily display the appropriate DTS entries for data entry of a new person. The format presented will be used in planned automation upgrades to the DTA functions. This step is optional at this time, but will be mandatory for all sites in the future.

B. ***Practical Considerations:*** Same as stated in the introduction.

C. *Example*

Step 4 Worksheet 4: Setup Master Upload Worksheet

Step 4 Worksheet 4: Setup Master Upload Worksheet

Unit Identifier	DTS Org.	Groups						Routing List
		Org.	Gp	Org.	Gp	Org.	Gp.	
026	DM6244	DM6244	MAIN					
ADMIN	DM6244SS	DM6244	MAIN		SSTAFF			SSTAFF
SUPP	DM6244SUP	DM6244	MAIN		SUPP			SUPP

D. ***Template Process:*** Once the site has completed the Organization, Routing List and Group worksheets the structure must be combined into the master spreadsheet. The process means simply copying the appropriate columns from individual sheets to the columns in the master as outlined below.

1. Take information listed on Organization sheet to Master worksheet—see reference worksheet Number 1 and Number 4 listed below.
   a) Copy the Unit Identifier column from org sheet into the Unit Identifier column in the master spreadsheet.
   b) Copy the DTS Org Name column from the Org Sheet into the DTS Org name column in the master spreadsheet.

Org Hierarchy Sheet to Master Spreadsheet

Step 1 Worksheet: Organizational Hierarchy

Unit Identifier	DTS Org Name Sequence	Current Org Name
026	DM6244	"Main Org"
Admin	DM6244SS	Special Staff

Step 4 Worksheet 4: Setup Master Spreadsheet

Unit Identifier	DTS Org. Name	Groups						Routing List
		Org.	Gp	Org.	Gp	Org.	Gp	
026	DM6244							
Admin	DM6244SS							

2. Take information listed on Routing List Worksheet 2C to Setup Master Spreadsheet Worksheet 4.
   a) For each org listed on the setup master spreadsheet the correct routing list must be entered.
   b) Copy the Default Routing List column information from Worksheet 2C into the setup master spreadsheet Routing List column for each org on the setup master spreadsheet.

Routing List Sheet to Master Spreadsheet

Step 2 Worksheet 2C: Default Routing List

DTS Org Name	Default Routing List
DM6244SS	SSTAFF

Step 4 Worksheet 4: Setup Master Spreadsheet

Unit Identifier	DTS Org. Name	Groups						Routing List
		Org.	Gp	Org.	Gp	Org.	Gp	

3. Take information listed on the Group Structure Worksheet 3 and copy it to the Setup Master Spreadsheet Worksheet 4—see reference worksheet list below.

Step 4 Worksheet 4: Setup Master Spreadsheet

Unit Identifier	**DTS Org. Name**	**Groups**						**Routing List**
		Org	**Gp**	**Org**	**Gp**	**Org**	**Gp**	
	DM6154	DM6154	MCAS					
	DM6154026	DM6154	MCAS	DM6154026	STATIONGP			
	DM6154026HHS	DM6154	MCAS	DM6154026	STATIONGP	DM6154026HHS	HSGP	

	Create Groups Part 1		Groups For Membership Part 2					
			Main Org.	Main Group	Sub-Org.	Group	Sub-Org.	Group
DM6154	MCAS Helpdesk		DM6154	MCAS				
DM6154026	STATIONGP	ODTA, Admin Clerk	DM6154	MCAS	DM6154026	STATIONGP		
DM6154026HHS	HHSGP	ODTA, Admin Clerk	DM6154	MCAS	DM6154026	STATIONGP	DM6154026HHS	HSGP

a) For each Org listed on the master the groups must be entered.
b) Copy the Organization name from the first column on the Group Structure Worksheet 3 into the DTS Org name column on the Setup Master Spreadsheet.

Note: the Org and Groups copied from the Group Structure sheet should be side by side in the master sheet as shown below.

c) Copy the corresponding Org and Group under the Groups for Membership Part 2 of the Group Structure worksheet into the corresponding Org and Gp column under Groups in the setup master spreadsheet.

Note: the Org and Group from the Group Structure sheet should be side by side in the setup master spreadsheet as shown below.

4. When all the information is gathered and in the worksheets, and Steps 1 through 4 are complete, the site is ready for the PMO/TRW Site Fielding Team to take the data and format it for upload. The procedures for accomplishing this task are documented, but only used by the PMO and TRW and are outside the scope of the Lead DTA's responsibilities.

E. *References*

1. Functional Description—DMDC Upload Module
2. Examples Site Setup Planning Sheet.
3. Blank Worksheet 3: Setup Master Spreadsheet.
4. Completed Org, Group and Routing List Worksheets.

5. Step 5: Personal Information.

Note: This step can be carried out concurrent with Step 1 through 4.

A. *Concept*

This section explains the process to gather personal information in order to populate the database. For details outlining the necessary data elements and the manual process for entering a traveler into DTS see the DTS CUI DTA Manual, Section 7.4.3—Mandatory Traveler Information.

Each individual using DTS must have a traveler profile. This profile contains various personal information (e.g., SSN, name, address and phone number, duty information such as office address/phone, and accounting information) which is unique to the individual. The traveler may choose to enter desired airlines, hotel, or rental agency in their profiles as well. The profile also contains the organization of assignment and default routing list for that traveler which is necessary for creating documents. The personal information is attached to each document created by the traveler.

Two worksheets support the personal information gathering and import process; Step 5 Worksheet 5A, Site Personal Information, and Step 5 Worksheet 5B, Account Information. The data element definitions for Worksheets 5A and 5B can be found on Attachment 1.

Note: There is a version 5AB that combines both worksheets, with B appended to the end of A.

Step 5 Worksheet 5A, Site Personal Information (Partial Listing)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
SSN #	Last Name	First Name	Middle Initial	Mailing Address Line 1	Mailing Address Line 2	City	State	Zip Code	Home Phone #	Present Duty Station	DTS Organization Name	Title/Rank	Residence City	Residence State	Charge Card Status	# of Work Hours per Day	Office Time Zone	Civilian or Military	Routing List	Security Clearance	User Defined Data Field 1 tech status	User Defined Dtat Field 2 crew status	User Defined Data Field 3 location	User Defined Data Field 4 booking #	E-mail Address	Office Address Line 1	Office Address Line 2	Office City	Office State

Step 5 Worksheet 5B, Account Information

SSN #	Account Type	Account Number	Routing ID	Expiration Date

The Lead DTA needs a source for this information. There are two basic approaches that are currently used. The site can have the PMO use the DMDC process to generate an Excel spreadsheet that the PMO then formats into Step 5 Worksheets 5A and 5B. Likewise, the site may have other local sources of data that can be used to build the initial worksheets. The Marines at MCAS Beaufort used their MCTFS (Marine Corps Total Force System) to generate Excel spreadsheets that were then cut/copy/pasted into a version of Step 5 Worksheet 5A. In either case, DMDC download or other local sources, the site must work to enrich and improve the quality of the data prior to import. The PMO/TRW Site Fielding Team helps the LDTA quality control the information provided by the ODTAs.

B. ***Practical Considerations***

The Lead DTA should consult with the Service Representative, PMO and TRW to decide on the best course of action for getting to the starting point for this step.

1. *DMDC Upload to TRW*. The DMDC file generation can be an important component of the administrative setup procedures necessary to ensure the rapid and successful deployment of a new DTS customer site. The most notable component is that the accuracy of the data can be much improved by a DEERS update effort at the site.

   There is an existing DMDC Upload Module, administered by TRW, that supports the direct DMDC Upload Process into DTS. This specifically involves the original one- time automatic load of personnel data into the DTS CUI. A significant number of field edits are included that guarantee the data imported meets DTS specifications. Unfortunately, since this process was designed to use just DMDC data, perishable personal information such as home phone, duty phone, fax, e-mail, passport, etc. is not included. However the process is available for site implementation. The process is under review for possible enhancement to expand the formal upload to include all potential personal data. The formal DMDC Upload Process is depicted in Figure S-3. For a more detailed write-up of the DMDC upload process see the white paper on Functional Description—DMDC Upload Module at www.defensetravel.com/deployment/document library.

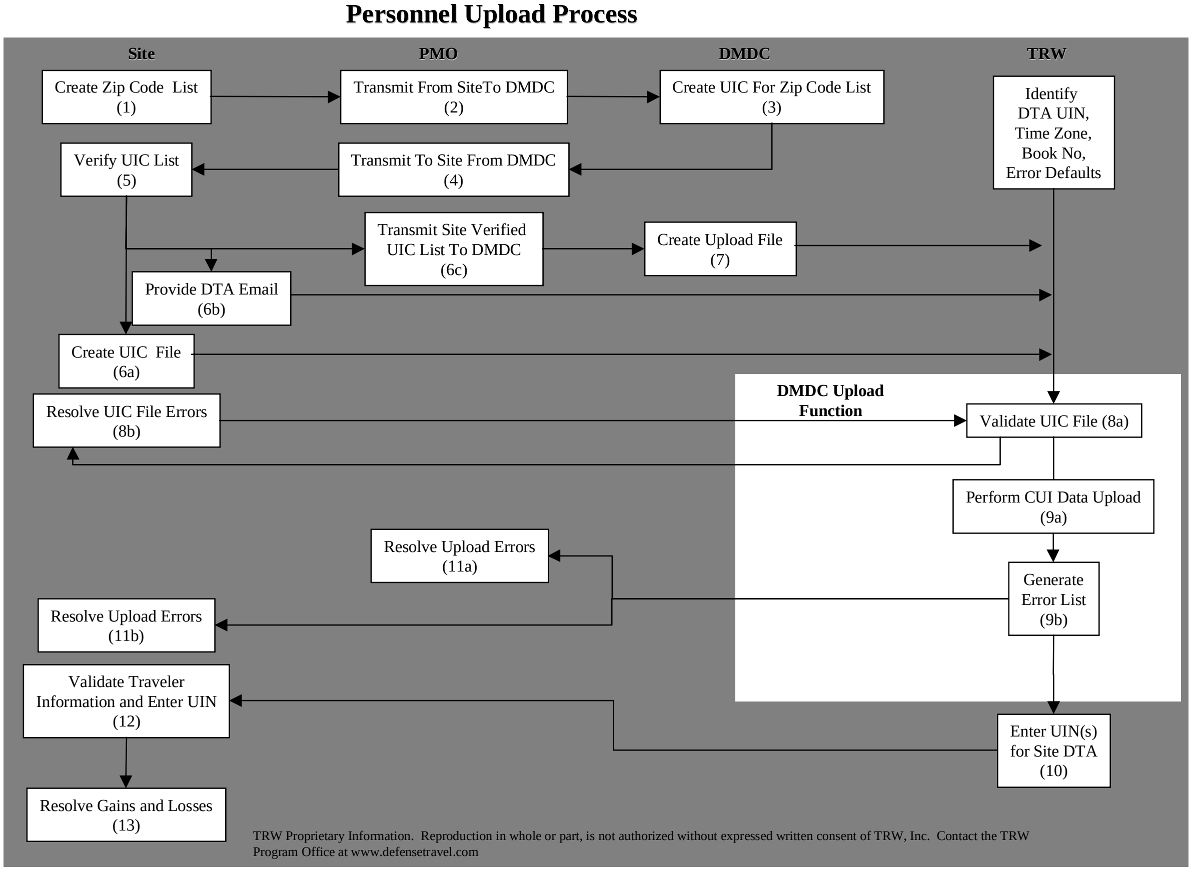


Figure S-3: DMDC Upload Process

2. *DMDC Download to Excel*. In lieu of completing the formal DMDC—TRW Upload process, a site can obtain the DMDC upload file in an Excel format from the PMO. This file in the worksheet A/B format, can serve as the starting point for gathering personal data for each traveler at a site.

   The DMDC file should supply most of data elements necessary to create the Site Personal Information spreadsheet. However, keep in mind the information contained in the DMDC download is as only as viable as the people maintaining and updating their DEERS information. In other words, the information may not be 100% complete. Therefore, part of the setup process of the Site Personal Information spreadsheets is to have the site verify the data of active personal.

   Other information is required for travel, such as e-mail address, office address (which for some sites is the designated address for paper tickets), and accounting information which may not be available via DMDC download. The site should be prepared to gather the information as needed from other sources.

3. *Other Sources*. The LDTA can obtain the necessary personal data from other sources and format into Excel as the starting point.

4. *Rates/Permissions/Access*. The DTA will need to determine for each traveler if any org or group access will be given and what permission(s) travelers will have based upon their assigned roles. The DMDC download does not contain this information. If the site has any questions regarding the necessary data elements, the DTA should refer to the DTS CUI DTA Manual, Chapter 7.

C. ***Examples:*** Not Provided

D. ***Template Process***

Remember, the traveler information can be part of the automated upload into DTS if it is formatted in an Excel spreadsheet and the PMO/TRW Site Fielding Team is satisfied with the quality of the data.

1. The data for the starting point for Step 5 Worksheet 5A is obtained either from the PMO using the DMDC process or from some other local source.

   This spreadsheet contains specific personal and duty information related to all personnel to be added to DTS. An effort should be made to fully complete this information for each traveler.

   (**Note:** If the mandatory data fields are not completed for each traveler record, then a deviation list must be supplied to PMO-TRW deployment or the personal data will not be accepted. For example, deviations may include personal address not available. Therefore, the unit address would be entered instead.)

   There are a few fields in the site person sheet, which can be considered optional and can be used as needed and are depicted below.

   Note: the sheet **is not** to scale but **does** contain the valid fields.

The following are *mandatory:* A-C, E, G-P, S-U, Z-AF, AH-AJ, AM-AO, AR-AW.
The following are *optional:* D, AG, AP-AQ, and AX.
The following are to be used *if needed:* F and R.
The following use *default settings:* V and Y.
The following use *default or other number*: Q-R and AK-AL.
The following are *not being used at this time:* W-X.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
SSN #	Last Name	First Name	Middle Initial	Mailing Address Line 1	Mailing Address Line 2	City	State	Zip Code	Home Phone #	Present Duty Station	DTS Organization Name	Title/Rank	Residence City	Residence State	Charge Card Status	# of Work Hours per Day	Office Time Zone	Civilian or Military	Routing List	Security Clearance	User Defined Data Field 1 tech status	User Defined Dtat Field 2 crew status	User Defined Data Field 3 location	User Defined Data Field 4 booking #	E-mail Address	Office Address Line 1	Office Address Line 2	Office City	Office State
000001400	Brown	Charlie	B	234 Brown St.		Beaufort	SC	29904	(843) 288-7353	MCAS Beaufort SC	DM026	MO-03	Beaufort	SC	CARD HOLDER	8	8	O	ADMIN	SECRET	YES				Brown@beaufort.usmc.mil		MCAS	Beaufort	SC

The site person sheet has 55 specific data fields but is not the entire traveler record needed for import into DTS. The site only completes the site person sheet. From the site person sheet, the traveler information is copied and pasted into the main traveler record or main person sheet, which contains the entire string of 95 data fields. Many of the fields on the main person sheet cannot be completed by the site due to default settings, which must be specifically formatted. The PMO/TRW Fielding Team carries out the final process of copying the traveler information to the main person sheet and verifying the data before importing the traveler information into the CUI. The main person sheet is not included in this appendix. A copy of Step 5 Worksheet 5A, Site Personal Information, is included in this Appendix.

AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX
Office Zip Code	Office Phone Number	Office Fax Number	Agency	UIC/RUC	Gender	Home Miles	Office Miles	Emergency Contact Name	Emergency Contact Phone #	Printed Organization	Passport Number	Passport Expiration Date	Card AccountDMDC; Charge Card Numbertpereft	Govt CardDMDC; Type of Accounttpereft	EXP DateDMDC; Account Exp Datetpereft	Account TypeDMDC; Type of Accounttpereft	Personal AccountDMDC; Charge Card Numbertpereft	Routing NumberDMDC	ComponentDMDC; Not one for DTS
29904	(843) 288-2712	(843) 288-2713	MARINE CORPS	COAD	M	20	10	Group Duty Officer	(843) 288-7353	DM026		01/30/01	2347890987654321	GOVCC	12/2002	CHECKING	54678903	987654321	

For an explanation of the data elements and definitions see Attachment 1, "Fields For a Traveler Information Record Service Agency Requirements".

2. The site then reviews the data, adds missing information, and adds/deletes personnel as appropriate.

   (**Note:** it is suggested that individuals not associated to an organization in the DMDC file not be deleted but rather cut/pasted to a different holding worksheet. Later, the correct organization maybe identified.)

3. The site must review and quality control the personal account information. Part of the QC process must include searching for duplicate records. If duplicates are found then those records must be researched for validation. Also, the common error list, found at Attachment 2, should be used to verify data structure and content. The DTAs must pay close attention to the expiration date for the GOVCC. Travelers must have a valid GOVCC in order to make reservations.

   (**Note:** If the mandatory data fields are not completed for each traveler's personal accounting record, than a deviation list must be supplied to PMO-TRW deployment or the accounting will not be accepted. Deviations may include if GOVCC not issued. The DTAs should keep a record of those travelers whose charge cards have expired and notify traveler(s) accordingly. Additionally, the expiration date format must be amended. The DMDC download format displays the expiration date as month and year. The DTS format requires month, day, and a two- digit year. To facilitate this requirement the last day of the month will be entered as the date of expiration.

(**Note:** personal account (bank and charge card) information is listed in the DMDC download can be appended to the Step 5 Worksheet 5A. Keeping the personal data and the accounting information together can facilitate adding/removing entire person records. The bank/charge card Step 5 Worksheet 5B: Account Information spreadsheet lists various travelers by SSN with their accounting information and only has 5 data elements. For a complete list of data fields with definitions see Attachment 1).

4. Below is an example of account type entries based on a traveler and their various types of accounts. Travelers cannot have more than one type of account (Checking, Savings). A blank copy of the Step 5 Worksheet 5B is included in this Appendix.

Step 5 Worksheet 5B, Account Information Example

SSN #	Account Type	Account Number	Routing ID	Expiration Date
000001400	CHECKING	456876541	987654321	
000001400	GOVCC	VI1234567812345678	987459322	3/31/02
000001400	SAVINGS	897654108	982404321	
000001400R	GOVCC	VI4444999900006666	993054320	12/31/02

5. After the site has completed and verified the traveler and accounting information, PMO and TRW carry out the final setup process.

6. *Routing Official*. User Table Information (UIN, Org and Group Access, and Permissions). Step 5 Worksheet 5D, User Table Information, contains an individual's UIN, name, SSN, org of assignment, org-access, group-access (if any), and permission level. This information must be populated in the User Table for all routing officials. All routing officials, clerks, DTAs, etc. will have tailored entries. These should be recorded using this worksheet. A blank copy of Step 5 Worksheet 5D is included in this Appendix.

Note: All travelers are defaulted at first log-in to the default values: org-access NONE, group-access NONE, Permission Level = 0 (traveler).

Step 5 Worksheet 5D, User Table Information

UIN	SSN	User First and Last Name	Org. of Assignment	Org. Access	Group Access	E-mail	Permisson (Level)
u0900003434	222456789	John Smith	DA609LGS	None	None	JohnSmith@any.com	0

For the procedure to manually add new users, see the DTA Step-by-Step Guide, section VII, Admin Setup Post-DMDC-TRW Upload for the manual entry of the user table; or the DTA Guide, Chapter 7, section 7.5.

Note: Whenever entering the PKI UIN number, the DTA **must** use a lower case "u."

7. When all the information is gathered and in the worksheets from Step 5, and Steps 1 through 4 are complete, the site is ready for the PMO/TRW Fielding Team to take the data and format it for upload. The procedures for accomplishing this task are documented, but only used by the PMO and TRW and are outside the scope of the Lead DTAs responsibilities. See Step 6, which follows.

E. *References*

1. Personal Step 5, Worksheets 5A, 5B, 5C, and 5D, Setup Master Spreadsheet (Worksheet 4), Orgs (Worksheet 1), Routing List (Worksheet 2C), Groups (Worksheet 3).
2. Personal Information for Travelers and Routing Officials, or
3. Transload/Conversion Personal Sheet Step 5—Setup/Planning Template.
4. Traveler Information Requirements Document Site Specific for Upload.
5. Transload and Conversion Upload Procedures.

6. Step 6: DTS Setup and Input of Data (Personal and Structure)

Note: There are no worksheets associated with Step 6.

A. *Concept*

Using the results of this planning process as documented in the preceeding steps 1 through 5 and the various worksheets, the data should be sufficient to enter in DTS. This step is generally accomplished by the PMO/TRW Site Fielding team for large sites.

The details of the admin setup consist of three parts; the structure shell (org-structure, routing list names, group names), the personal/account information, and the routing list/group list details.

This step in the process is critical and will involve the active participation of fielding personnel from the PMO Fielding Branch and TRW. While this part of the process is outside the scope of the responsibilities of the Lead DTA at a site implementation, an explanation is included to foster an understanding of the process.

There are several paths to take to go from the planning results of Steps 1 through 5 to a completed site admin setup, ready for implementation and use. Four basic ways are outlined below, all of which assume Steps 1 through 5 have been completed. For a more detailed discussion of the options and approaches, see the Deployment Concept Site Tailoring Guide (TBP) on the TRW website.

1. *Manual*. The DTS application can be used to manually enter all the data. This is extremely labor intensive and only recommended for small organizational changes and additions.
   a) The structure shell is entered consisting of organizations (Step 1 plus CTO information), routing list names (partial of Step 2), and group names (partial of Step 3.)
   b) Individual personal information is added for each traveler in the DTS CUI Traveler Information Table, User Table (UIN, permission level, roles, org-access, group-access) and Signature Table. Step 5 worksheets can assist with organizing this effort.
   c) Routing lists are manually input from Step 2 worksheet 2B.
   d) Travelers are added to group membership lists.

2. *DMDC-TRW Upload (the direct method)*. The DMDC upload process can be used for direct upload to DTS. The DTA completes the structure shell (1a. above) manually in Worksheet 4, which forms the basis of the input required from the site. The site would ensure that the base population made an effort to update the DEERS information prior to the scheduled generation of the DMDC upload file and transmission direct to TRW. The remaining data elements (unit address) must be added manually. See the functional description of the DMDC-TRW Upload Process and the TRW Guide for Initial DTS CUI Site Step-by-Step Process on the TRW web site for additional details.

   Note: Personnel not included in the upload file (e.g., recent arrivals) could be added manually into DTS (as described in 1b. above) or imported using one of the two options below.

   Note: Personal information for each traveler is verified manually, and then the UIN entered (and other User Table Information, Worksheet 5D) for routing officials.

3. *Transload from an External Source (<u>the preferred method</u>)*. A site that has the ability to construct the necessary personal/account information into a standard Excel format (Step 5) can have the PMO use this procedure to prepare for importing into DTS. **Note:** A special Excel version of the DMDC data can be requested from the PMO to serve as the starting point. The procedure relies on the DTAs to

provide quality data in an Excel format. The Fielding Team then uses a stand-alone copy of DTS-Limited to perform quality control checks prior to importing into DTS. Procedures also exist for importing structure shell, detailed routing lists, and group membership lists.

Note: Personal information for each traveler is verified manually, and then the UIN entered (and other User Table Information, Worksheet 5D) for routing officials.

4. *Conversion from DTS-Limited to the CUI*. A DTS-Limited site can export the structure and personal/account information from a DTS-Limited database and have the PMO/TRW Fielding Team manually adjust the structure for a few non-DTS-Limited data items required in the CUI. While the data is in an Excel format, new travelers can be added by the site, and then all the information imported into the CUI. This process for the site is very similar to the Transload Process (para. 3 above), only a majority of the data is already in DTS-Limited.

   Note: Personal information for each traveler is verified manually, and then the UIN entered (and other User Table Information, Step 5, Worksheet 5D) for routing officials.

B. ***Practical Considerations:*** Each site should consult with their Service/Agency representative to determine the approach to be used. The PMO and TRW are available for consultation.

C. ***Examples***

1. Army—TBP
2. Air Force—see Whiteman Air Force Base Lessons Learned
3. Navy—TBP
4. Marines—see MCAS-Beaufort lessons learned

D. ***Template Process:*** Not Applicable. Details accomplished by the PMO/TRW implementation teams.

E. ***References***

Document	Available from
DMDC-TRW Personal Information Upload	TRW Website
Transload from External Source to Limited SOP	TRW
Conversion from Limited to CUI SOP	TRW
DTA Tri-fold Instruction Sheet	TRW Website

7. Step 7: LOAs and Budgets.

Note: this step can be done concurrently and completely separate from other steps. Copies of Step 7 Worksheet 7A and Worksheet 7B are included in this Appendix.

A. *Concept*

This section extracts information from the DTA Guide for reference during the planning process. See the DTA Manual/Chapter 8/Lines of Accounting (LOA) and the DTA Manual/Chapter 9/Budgets.

1. LOAs must be set up for Services/Agencies within DTS CUI. Each Organization's accounting structure can be tailored as needed to include the elements of specific agency's accounting classification code, accounting codes used for travel (fund cites), and expense categories (object class codes) for subtotaling travel expenses. There are ten possible elements of an accounting classification code and may include one or more five-part extensions. All parts of the accounting code (main and extension) may be assigned text labels. Currently, there is a PMO software package provided to the DTA to upload the lines of accounting at each site.
2. *Budgets*—DTS CUI allows the DTA to set up budgets and track funding level in those budgets during document routing. Budgets are maintained at the organizational level. Budgets can roll up into a higher budget within an organization using wildcards. Budget reports can be run to verify spending.

B. *Practical Considerations*

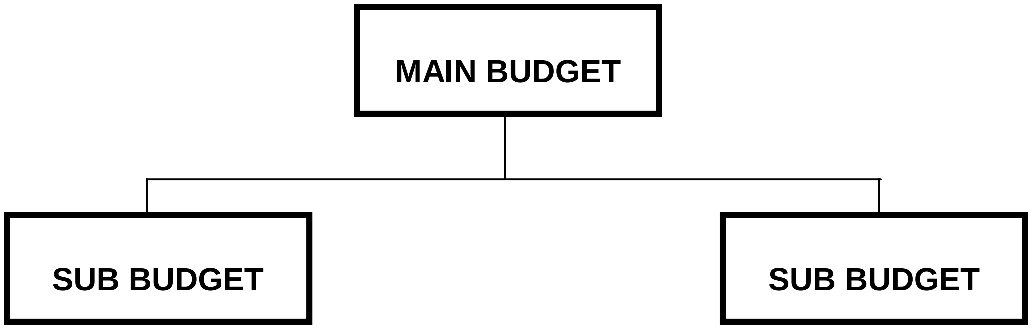
The DTA should refer to the PMO Finance Guide for the policies and procedures regarding LOAs and Budgets. The PMO Finance Guide is available via website: http://www.dtic.mil/travelink/.

C. *Examples*

Step 7 Worksheet 7A: Lines of Accounting

Organization									
Label									
ACCT 1									
ACCT 2									
ACCT 3									
ACCT 4									
ACCT 5									
ACCT 6									
ACCT 7									
ACCT 8									
ACCT 9									
ACCT 10									

Step 7 Worksheet 7B: Budget



Budget Item	Organization	Accounting Labels

D. ***Template Process***

1. LOAs.
   a) PMO will supply the DTA the software package to upload LOAs.
   b) DTA will upload LOAs.
   c) DTA will create label
   d) DTA will assign each Org. to the Account Code.

For the manual process to set up LOAs, complete the following steps. For a more detailed description of the process refer to the DTA Manual/Chapter 8.

   e) Select Setup.
   f) Select Accounting.
   g) Select Codes.
   h) For each Org. enter the information accordingly.

2. Budget. See Chapter 9.

E. ***References***

1. Two worksheets are provided to support this effort.
   a) Step 7 Worksheet 7A, Setup Lines of Accounting (LOAs)
   b) Step 7 Worksheet 7B, Budget Items and Targets.

2. DTA Manual/Chapter 8/LOAs.
3. DTA Manual/Chapter 9/Budgets.
4. PMO website: http://www.dtic.mil/travelink/
5. PMO Finance Guide

Step 1 Worksheet 1: Organizational Hierarchy

Unit Identifier UIC/RUC/ Platoon Codes	DTS Org. Name Sequence	Current Org. Name

Step 2 Worksheet 2A: Current Routing Process

Document Type: **Org:** **Routing List Name:**

Step No.	Person	Physical Actions To Be Taken	DTS Stamp To Be Applied At Signing	Next Steps

Step 2 Worksheet 2B: Routing List

Routing List Name	Doc. Status	Signature Name	Level	Doc. Type	Process Name	DTS Organization	SSN#

Step 2 Worksheet 2C: Default Routing List

DTS Org. Name	Default Routing List

Step 3 Worksheet 3: Group Structure

Create Groups Part 1			Groups For Membership Part 2							
DTS Organization	Group Name	Access	Org.	Group	Org.	Group	Org.	Group	Org.	Group

Step 4 Worksheet 4: Master Upload

Unit Identifier	DTS Org. Name	Groups										Default Routing List
		Org.	Gp.	Org.	Gp.	Org.	Gp.	Org.	Gp.	Org.	Gp.	

Step 5 Worksheet 5A: Site Personal Information (Page 1)

The following are *mandatory:* A-C, E, G-P, S-U, Z-AF, AH-AJ, AM-AO, AR-AW.
The following are *optional:* D, AG, AP-AQ, and AX.
The following are to be used *if needed:* F and R.
The following use *default settings:* V and Y.
The following use *default or other number*: Q-R and AK-AL.
The following are *not being used at this time:* W-X.

A	B	C	D	E	F	G	H	I
SSN #	**Last Name**	**First Name**	**Middle Initial**	**Mailing Address Line 1**	**Mailing Address Line 2**	**City**	**State**	**Zip Code**

Step 5 Worksheet 5A: Site Personal Information (Page 2)

The following are *mandatory:* A-C, E, G-P, S-U, Z-AF, AH-AJ, AM-AO, AR-AW.
The following are *optional:* D, AG, AP-AQ, and AX.
The following are to be used *if needed:* F and R.
The following use *default settings:* V and Y.
The following use *default or other number*: Q-R and AK-AL.
The following are *not being used at this time:* W-X.

J	K	L	M	N	O	P	Q	R	S	T
Home Phone #	**Present Duty Station**	**DTS Organization Name**	**Title/Rank**	**Residence City**	**Residence State**	**Charge Card Status**	**# of Hours Worked per day**	**Office Time Zone**	**Civilian or Military**	**Routing List**

Step 5 Worksheet 5A: Site Personal Information (Page 3)

The following are *mandatory:* A-C, E, G-P, S-U, Z-AF, AH-AJ, AM-AO, AR-AW.
The following are *optional:* D, AG, AP-AQ, and AX.
The following are to be used *if needed:* F and R.
The following use *default settings:* V and Y.
The following use *default or other number*: Q-R and AK-AL.
The following are *not being used at this time:* W-X.

U	V	W	X	Y	Z
Security Clearance	**User Defined Field 1Tech Status**	**User Defined Field 2Air Crew Status**	**User Defined Field 3 Location**	**User Defined Field 4 Booking Number**	**E-mail Address**

Step 5 Worksheet 5A: Site Personal Information (Page 4)

The following are *mandatory:* A-C, E, G-P, S-U, Z-AF, AH-AJ, AM-AO, AR-AW.
The following are *optional:* D, AG, AP-AQ, and AX.
The following are to be used *if needed:* F and R.
The following use *default settings:* V and Y.
The following use *default or other number*: Q-R and AK-AL.
The following are *not being used at this time:* W-X.

AA	AB	AC	AD	AE	AF	AG
Office Address Line 1	**Office Address Line 2**	**Office City**	**Office State**	**Office Zip Code**	**Office Phone #**	**Office Fax Number**

Step 5 Worksheet 5A: Site Personal Information (Page 5)

The following are *mandatory:* A-C, E, G-P, S-U, Z-AF, AH-AJ, AM-AO, AR-AW.
The following are *optional:* D, AG, AP-AQ, and AX.
The following are to be used *if needed:* F and R.
The following use *default settings:* V and Y.
The following use *default or other number*: Q-R and AK-AL.
The following are *not being used at this time:* W-X.

AH	AI	AJ	AK	AL	AM	AN	AO
Agency	**UIC/RUC**	**Gender**	**Home Miles**	**Office Miles**	**Emergency Contact Name**	**Emergency Contact Phone #**	**Printed Organization**

Step 5 Worksheet 5A: Site Personal Information (Page 6)

The following are *mandatory:* A-C, E, G-P, S-U, Z-AF, AH-AJ, AM-AO, AR-AW.
The following are *optional:* D, AG, AP-AQ, and AX.
The following are to be used *if needed:* F and R.
The following use *default settings:* V and Y.
The following use *default or other number*: Q-R and AK-AL.
The following are *not being used at this time:* W-X.

AP	AQ	AR	AS	AT	AU	AV	AW	AX
Passport Number	Passport Expiration Date	Card Account (only govcc #)	Govt Card (Type)	Exp Date	Account Type (C or S)	Personal Account (C or S #)	Routing Number	Component

Worksheet 5A—Attachment 1: Fields for a Traveler Information Record Service Agency Requirements

Field Number	Field	Length	Requirements	Description

on site sprdsht				
A	Social Security Number	9 bytes	Mandatory	Text Fieldno dashes. Limit field to 9 digits. Ex. 000000000. Exception would be the Reservist, then SSN would place an alpha character at the end 000000000R.
B	Last Name	18 bytes	Mandatory	
C	First Name	12 bytes	Mandatory	
D	Middle Initial	1 byte	Optional	
E	Mailing Address Line 1	26 bytes	Mandatory	Traveler's Residence
F6	Mailing Address Line 2	26 bytes	If needed	Traveler's Residence
G	City	18 bytes	Mandatory	Traveler's Residence
H	State	3 bytes	Mandatory	Traveler's Residence
I	Zip Code	10 bytes	Mandatory	220970000no dashes between the first 5 digits and the last 4 digits. Use straight numbers.
J	Home Phone Number	20 bytes	Mandatory	843 2281234no dashes or slashes. Use straight numbers.
K	Present Duty Station	26 bytes	Mandatory	MCAS Beaufort, SC
L	DTS Organization Name	20 bytes	Mandatory	From DP Admin, NOT Printed Organization ex MC026SS
M	Title/Rank	22 bytes	Mandatory	MO= military officer, ME = military enlisted, MW = military war rant officer Ex. MO-03. Refer to PMO for compete list of codes.
N	Residence City	18 bytes	Mandatory	Updated from travelers' Residence (city)
O	Residence State	3 bytes	Mandatory	Updated from travelers' Residence (state)
P	Charge Card Status	20 bytes	Mandatory	References Charge Card Code table in DP admin. Type in CARD HOLDER as a default if person has a govcc. If not type in NO ADVANCE.
Q	# of Work Hours per Day	<=99	Default or other number	Default is 8. Copy for all. Wordpad- Outside of quotes.
R	Office Time Zone	<=99	Default or other number	6=EST, 7=CNT, 8=MNT, 9=PAC. WordpadOutside quotes.
S	Civilian or Military	1 byte	Mandatory	C=civilian, O=officer, E=enlisted
T	Routing List	8 bytes	Mandatory	References Routing List table in EP admin. 8 is export limit but can only see 6 in the application
Field Number on site sprdsht	**Field**	**Length**	**Requirements**	**Description**
U	Security Clearance	12 bytes	Mandatory	Type in SECRET, OR TOP SECRET

V	User Defined Data Field 1 tech status	16 bytes	Use default setting.	Tech statusDefault is no but use yes for all. Wordpad will change to no.
W	User Defined Data Field 2 crew status	16 bytes	Not using at this time.	
X	User Defined Data Field 3 location	16 bytes	Not using at this time.	
Y	User Defined Data Field 4 booking #	16 bytes	Use default setting.	Booking NumberDefault is 1498.
Z	E-mail Address	60 bytes	Mandatory	
AA	Office Address Line 1	26 bytes	Mandatory	Duty Station
AB	Office Address Line 2	26 bytes	Mandatory	Duty Station
AC	Office City	18 bytes	Mandatory	Duty Station
AD	Office State	3 bytes	Mandatory	Duty Station
AE	Office Zip Code	10 byes	Mandatory	Duty Stationuse straight numbers.
AF	Office Phone Number	20 bytes	Mandatory	Duty Stationuse straight numbers.
AG	Office Fax Number	20 bytes	Optional	Duty Stationuse straight numbers.
AH	Agency	30 bytes	Mandatory	Agency for which individual is a member. Use all capital letters. Ex. MARINE CORPS. Refer to PMO for entire list agency names.
AI	UIC/RUC	20 bytes	Mandatory	
AJ	Gender	1 byte	Mandatory	F=female, M=male, if left blank=N/A
AK	Home Miles	<=99,999	Default of other number	# of miles from home to airport. Wordpad Outside quotes Site may not choose to use this field.
AL	Office Miles	<=99,999	Default of other number	# of miles from office to airport. Wordpad Outside quotes.
AM	Emergency Contact Name	20 bytes	Mandatory	Use the duty officer, i.e., COMMAND DUTY OFFICER
AN	Emergency Contact Phone #	20 byes	Mandatory	Use the Duty office number.
Field Number on site sprdsht	**Field**	**Length**	**Requirements**	**Description**
AO	Printed Organization	20 bytes	Mandatory	Org name that prints on travel documents; same as org of assignment
AP	Passport Number	15 bytes	Optional	

AQ	Passport Expiration Date	date	Optional	Ex. 01/30/01 Default value is a ?
AR	Card AccountDMDC Charge Card Number tpereft	20 bytes	Mandatory	This field is for GOVCC card number only for DMDC, whereas in DTS this field is for GOVCC, checking and savings account num bers. DTS Ex. Govcc VI9089785643214567, checking and saving number lengths vary.
AS	Govt CardDMDC Type of Account tpereft	12 bytes	Mandatory	This field is for just the GOVCC type of account whereas, in DTS this field is for all three types of accounts. DTS Ex. GOVCC, CHECKING, and SAVINGS all caps.
AT	EXP DateDMDC Account Exp Date tpereft	MM/YYYY MM/DD/YY	Mandatory	This field is formatted as month and a four-digit year code for DMDC whereas, in DTS this field is formatted as month, day, and two-digit code. This field must be formatted to DTS.
AU	Account TypeDMDC Type of Account tpereft	12 bytes	Mandatory	This field is for just the CHECKING or SAVING type of account whereas, in DTS this field contains all three account types GOVCC, CHECKING, and SAVINGS.
AV	Personal Account DMDC Charge Card Number tpereft	20 bytes	Mandatory	This field is for the Checking and Saving account number for DMDC whereas for DTS all three account numbers go in this field. DTS ex. DTS Ex. Govcc VI9089785643214567, checking and saving number lengths vary.
AW	Routing Number DMDC	12 bytes	Mandatory	This field is for the checking or saving bank account routing number. Number length may vary.
AX	ComponentDMDC Not one for DTS		Optional	Not a field in DTS would use the User Define Field 5 in agency misc.

Attachment 2

List of Errors From Outside Source DMDC or Other

Sort by last name, SSN, and ORG

ERROR

Duplicate SSN to name record
Extra numbers in the SSN field –000 (3 extra)
Alpha character in SSN field in the beginning instead of located on the end–N415-23-1234
SSN formatted special format instead of straight numbers
Name listed in one field, should be split into last name, first name
Need to replace @ sign as a placeholder in all fields except for email address
Address line exceeds field length should split into 2 fields
City listed in state field
State field listed in city
Phone number in zip code field
Zip code field in the phone number
Blank Fields
Missing email addresses
Title with 0 (zero) instead of O for two digit letter character
Title extra numeric character - ME-02E
Wrong Single identifier checked – C = civ, E = enlisted,O = officer
No expiration date for govcc
Incorrect gender identifier
Comma before suffix of name
Wrong zip code
Wrong state
No organization listed for UIC code
Wrong printed organization copied into printed organization field
Wrong routing list put in for organization
Organization listed in routing list field
AGENCY not in all upper case
AGENCY not correctly spelled only marine listed instead of marine corps

List of Errors From Outside Source DMDC or Other

Sort by last name, SSN, and ORG

ERROR

CARD HOLDER lower case not upper

NO ADVANCED listed when a card holder

Wrong number listed for hours worked per day, should be 8

Reverse contact name field and phone number

tech field should be either yes or no

Extra zeros in GOVCC field

Duplicate Govcc number

Expired CC date

Step 5 Worksheet 5B: Account Information

SSN #	Account Type	Account Number	Routing ID	Expiration Date

Step 5 Worksheet 5C: PKI Listing

PKI	SSN	Name

Step 5 Worksheet 5D: User Table Information

UIN	Group Access	SSN	Permission	E-mail	Org. of Assignment	Org. Access	User's Name	Group of Assignment

Step 7 Worksheet 7A: Setup Lines of Accounting

Organization									
Label									
ACCT 1									
ACCT 2									
ACCT 3									
ACCT 4									
ACCT 5									
ACCT 6									
ACCT 7									
ACCT 8									
ACCT 9									
ACCT 10									

Step 7 Worksheet 7B: Budget Items and Targets

Budget Item	Organization	Accounting Labels

THIS PAGE INTENTIONALLY LEFT BLANK.